



Trust Board				13 September 2012	
Title	Health and Safety Annual Report 2011 - 2012			Paper Ref	6.3
PURPOSE (X)	Information	√	Strategic Objective	Business Plan Objective	
Approval	Decision				
Assurance	√	Discussion	√	3.6	3.6
Purpose of the paper	To inform the Trust Board on the management of Health and Safety during 2011-2012, and to assure the Board that these arrangements have been managed effectively.				
Recommendation	The Trust Board accept the contents of the annual Health and Safety Report 2011-12.				
Author	Kevin Wynn Associate Director Risk & Safety		Accountable Director:	Steve Page Executive Director Standards & Compliance	
RISK ASSESSMENT				Yes	No
Changes to the Board Assurance Framework and Corporate Risk Register					√
Resource Implications					√
Legal implications					√
ASSURANCE/COMPLIANCE					
CQC Registration Outcome(s)	Auditors' Local Evaluation		NHSLA Risk Management Standards for Ambulance Trusts		
4, 10, 11, 14	N/A		Standard 4		

1. PURPOSE/AIM

- 1.1 To inform the Trust Board on the management of Health and Safety during 2011-2012, and to assure the Board that these arrangements have been managed effectively.

2. BACKGROUND/CONTEXT

- 2.1 The Health and Safety Annual Report provides details on the management of health and safety during the period 1 April 2011 to 31 March 2013.
- 2.2 The report provides details of progress against achievement of key health and safety priorities for the year, incident reports with analysis, and actions taken to address a number of concerns raised by the Trust's nominated Health & Safety Executive (HSE) Inspector.
- 2.3 The Health and Safety Annual Report 2011-12 provides a retrospective view of health and safety management over the previous 12 months and identifies key work areas for the future.

3. RISK ASSESSMENT

- 3.1 The Risk & Safety Team Workplan was finalised in March, and is structured around the business objectives for the team, which are derived from the Trust strategic objectives and the Standards & Compliance directorate objectives.
- 3.2 The key health and safety priorities for the year have been managed through the Risk & Safety Team Workplan 2011-12 (Workplan).
- 3.3 The Health & Safety sections of the Workplan are presented to and discussed at each meeting of the strategic Health & Safety Committee, and progress against actions on the Workplan is also routinely monitored at monthly meetings of the Risk & Safety management team.
- 3.4 Since August 2011, informal meetings have been held on a quarterly basis with HSE Inspector Morag Irwin, Associate Director Risk & Safety, Health & Safety Manager and a staff-side H&S representative. Quarterly meetings are also held with the Executive Directors for Standards & Compliance and Workforce & Strategy. These meetings continue as good practice and as a means to determine positive assurance on the Trust's arrangements for managing Health & Safety.

4. PROPOSALS/NEXT STEPS

- 4.1 To build on the work detailed in the Health and Safety Annual Report and incorporate outstanding actions into the Risk & Safety Team Workplan for 2012-13.

4.2 The Risk & Safety Team will be working throughout the year to deliver on the following objectives, which are detailed in the Workplan;

- Develop information data management systems to support cross organisational service developments and enhance quality of data reporting
- Enhance Trust governance and assurance arrangements to ensure compliance with regulatory standards– CQC, NHSLA, HSE, IG, FT authorisation
- Develop team approach to align more effectively with Service Line Management model and other functions
- Develop education and training initiatives to support implementation of directorate objectives
- Develop team working and functionality through improved communication and staff development.

4.3 From the objectives detailed above the Risk & Safety will be working deliver on the following priority actions;

- Establish a process for the recording and publishing of risk assessments and premise inspection reports including notification and monitoring of required actions
- Ensure compliance with NHSLA requirements for health and safety, including in particular, Slip, Trips and Falls and Moving and Handling at both levels 1 and level 2
- Continue to support the Operations Directorate to implement replacement carry chairs and equipment bags
- Develop and establish a process for the management of Display Screen Equipment issues within the Trust to meet with the requirements of external regulators
- Complete Hand Arm Vibration risk assessment for Fleet department and develop an action plan to ensure regulatory compliance
- Complete job specific risk assessments for Fleet Department to identify requirements for health surveillance, and develop and implement an action plan to ensure regulatory compliance
- Review Health and Safety educational programmes for new recruits on Induction and managers across the organisation.

5 RECOMMENDATIONS

5.1 The Trust Board accept the contents of the annual Health and Safety Report 2011-12.

6. ATTACHMENTS

6.1 Health & Safety Annual Report 2011-2012