



Health and Safety Policy

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0.2	Dec 12	Kevin Wynn – Associate Director Risk & Safety	D	Formatting changes to comply with the Management of Procedural Documents Policy
0.3	Jan 13	Shelley Jackson - Health and Safety Manager	D	Formatting changes
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1.1	Jan 15	Shelley Jackson – Health and Safety Manager	D	Review in light of new H&S Management guidance
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3.0	March 2017	Shelley Jackson – Health and Safety Manager	A	Approved at TMG
3.1	Feb 18	Risk Team	A	Document formatted – New visual identity
3.2	April 19	Health and Safety Manage	A	TMG approved extension until June 19
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A = Approved D = Draft

Document Author = Health and Safety Manager

Associated Documentation: There are a significant number of documents that underpin or are associated with the Health and Safety Policy.

A list of Health and Safety related procedures, which form an important part of the Trust's Health and Safety Management system, are listed below along with other policy and procedural documents that include or support an element of health and safety management.

Health and Safety Procedures

- Health and Safety Risk Assessment Procedure
- Health and Safety Consultation with Employees Guidance
- Moving & Handling Policy and Guidance
- Slips, Trips & Falls Policy

- Personal Protective Equipment (PPE) Procedure
- Provision and Use of Work Equipment (PUWER) Policy
- Guidance for the Control of Substances Hazardous to Health (COSHH)
- Contractor Management Policy
- Water Hygiene Policy
- Asbestos Policy
- Fire Safety Policy
- Electrical Safety Policy
- Display Screen Equipment Procedure
- Stress Management Policy
- RIDDOR Standard Operating Procedure
- CAS Alert / Field Safety Notice and CareCERT Process

Supporting Policy and Procedural documents

- Risk Management Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Process for Inspection for Improvement - SOP
- Statutory and Mandatory Training Policy and Procedure
- Safety & Security Policy – this incorporates:
 - *Violence and aggression*
 - *Lone working and personal safety guidance*
- Infection Prevention and Control Policy – this incorporates:
 - *Exposure to biological agents*
 - *Sharps / needlestick injuries*
- Driving at Work Policy – this incorporates:
 - *Occupational road risk*
- Maternity and Maternity Support Policy – this incorporates:
 - *Pregnancy risk assessment*

Section	Contents	Page No.
	Health and Safety Policy Statement	5
	Staff Summary	6
1	Introduction	6
2	Purpose/Scope	7
3	Process	8
4	Training Expectations for Staff	12
5	Implementation Plan	12
6	Monitoring compliance with this Policy	13
7	References	15
8	Appendices	16
	Appendix A – Definitions	16
	Appendix B - Roles & Responsibilities	18

Health and Safety Policy Statement

The Yorkshire Ambulance Service (YAS) Trust Board is committed to ensuring the health, safety and welfare of its employees and any other persons affected by its activities so far as is reasonably practicable.

The Trust will take the necessary steps to ensure regulatory compliance with relevant health and safety legislation and will access competent advice to assist with this.

Compliance will be achieved through the implementation of this health and safety policy and associated documents.

Working together with all staff, the Trust is committed to the effective management of health and safety in the workplace. This will be achieved through the development and implementation of a health and safety management system which will include a procedure for health and safety risk assessment.

The Trust is also committed to proactively addressing wider risk issues and will ensure this through the application of risk management principles.

The Trust acknowledges that effective health and safety management contributes to the organisation's success and monitors performance in a number of ways as described in this policy document.

The Health and Safety Policy will be monitored to ensure compliance and will be reviewed, and revised as necessary, on a two yearly basis or in response to organisational / legislative changes.

Signed:



Rod Barnes
YAS Chief Executive

Date: TBC – date approved at TMG

Staff Summary

YAS is committed to ensuring the health, safety and welfare of its employees and others who are affected by its activities
YAS will take necessary steps to ensure regulatory compliance with relevant health and safety legislation
YAS is committed to the effective management of health and safety
YAS has in place a health and safety management system that complies with current guidance
YAS will conduct risk assessments for the work it undertakes
YAS will use risk management principles to address wider risk issues
YAS will monitor its health and safety performance through the setting of relevant targets
YAS will review its health and safety management system every 2 years
YAS will consult with its workforce on health and safety issues through the strategic Health and Safety Committee

1.0 Introduction

This policy details the processes by which the Trust will effectively manage health and safety across all its activities.

This policy sets out how the Trust will approach and discharge its legal duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions including current best practice / requirements from within the wider NHS.

All individuals working for or on behalf of the Trust have legal responsibilities under the Health and Safety at Work Act. This policy sets out the actions necessary to fulfil these responsibilities.

The implementation of good health and safety management is not just a legal responsibility, it can benefit an organisation financially by helping to reduce the wide range of costs associated with accidents and incidents.

This policy supports the Trust's strategic vision as outlined in the integrated business plan:

- Continually improving patient care
- Setting high standards
- Always learning
- Spending public money wisely

It does this by embedding health and safety principles throughout the Trust in order to deliver continuous improvements for staff and patient care, ensuring that YAS provides a safe workplace, learns from health and safety incidents and contributes to good financial management by the reduction of accident costs.

The policy operates in conjunction with the Risk Management and Assurance Strategy to ensure the proactive management of health and safety related risks.

2.0 Purpose/Scope

This policy sets out a process for how the Trust will manage health and safety with the aim of ensuring legal compliance with health and safety related legislation.

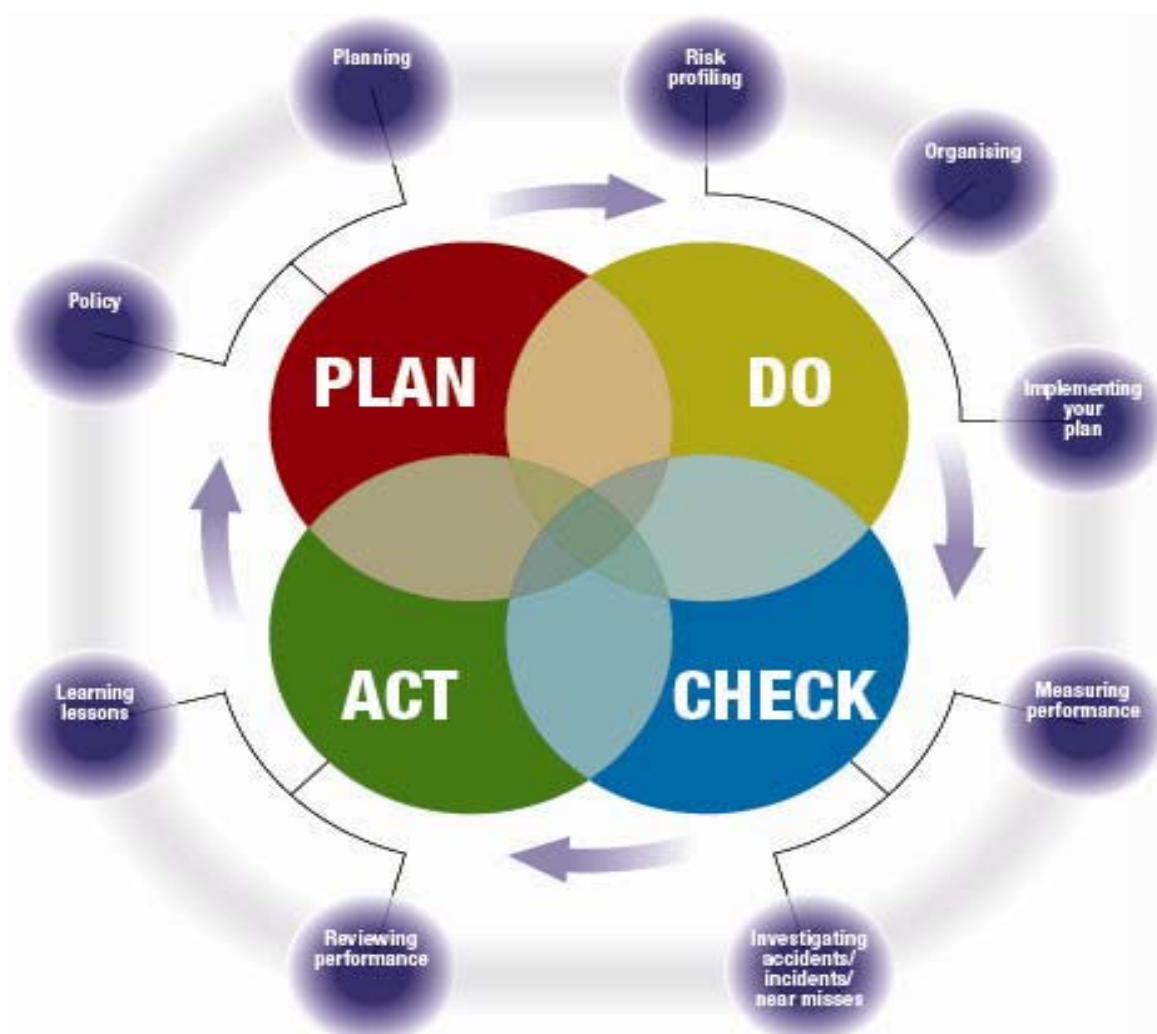
It is a legal requirement for all organisations with 5 or more employees to have a written health and safety policy.

The objectives of the policy are:

- To establish the Trust's approach and commitment to health and safety management
- To detail the process for establishing a health and safety management system
- To integrate health and safety management into the Trust's culture and everyday management practice
- To define the elements of the Trust's health and safety management system

3.0 Process

The Trust's process for managing health and safety follows the framework laid down in the Health and Safety Executive's HS(G)65 – Managing for Health and Safety. The framework is based around the plan, do, check, act cycle shown below.



(1) Reference: "Managing for Health and Safety" HS(G)65 – Third Edition. Health and Safety Executive. Published 2013. Accessed via www.HSE.gov.uk

3.1 Plan

3.1.1 Policy – *“An important part of achieving effective health and safety outcomes is having a strategy and making clear plans”*(1)

The development and maintenance of this policy fulfil the first element of the “plan” stage by setting out the Trust’s approach to health and safety.

3.1.2 Planning for Implementation – *“An effective system for health and safety management requires organisations to plan to 1) control risks 2) react to changing demands and 3) sustain positive health and safety attitudes and behaviours”* (1)

Controlling risk

The health and safety policy is supported by a number of health and safety procedural documents which detail the arrangements for ensuring compliance with specific health and safety legislation. These health and safety procedures are, if necessary, translated into standard operating procedures within departments.

Reacting to changing demands

The Trust has in place a Risk Management and Assurance Strategy. The strategy includes the maintenance of a Trust risk register which captures all different types of risk to the organisation. The process for risk management is detailed in the Trust’s Risk Management Policy document.

Health and safety risks can be added to the Trust risk register by any Department. This process allows for the proactive identification, assessment and treatment of Trust wide health and safety related risks as they arise in any area of the Trust.

Health and Safety risks are reviewed on a quarterly basis by the strategic Health and Safety Committee.

The Health and Safety Manager also develops an annual work plan. This is based on the Trust’s strategic objectives together with any identified gaps in the Trust’s health and safety management system, changes in legislation or any other risks identified through the risk management process.

Sustaining positive health and safety attitudes and behaviours

The Trust is working to improve health and safety awareness. Information and awareness of the most common hazards associated with ambulance work are already built into staff training e.g. moving and handling, slip, trip and falls and occupational road risk. However, the Trust is working towards raising awareness of other less common hazards including those encountered in high risk operational situations e.g. work near water, work on railways.

In addition, the Trust employs a dedicated wellbeing manager who is working to improving staff attitudes towards maintaining their own health both physical and mental.

3.2 Do

3.2.1 Risk Profiling – *“A risk profile examines the nature and levels of threats faced by an organisation. It examines the likelihood of adverse effects occurring, the level of disruption and costs associated with each type of risk and the effectiveness of the control measures in place”*(1)

As detailed in the previous section, the Trust has in place a Risk Management and Assurance Strategy which it uses to profile all risks to the organisation. The Trust's risk register records the elements detailed above i.e. likelihood, effects, costs and gaps in controls.

Risk assessment is a specified legal requirement for many health and safety related issues and is therefore incorporated into the Trust's health and safety related procedural documents. The Trust also has a specific procedure for the management of Trust health and safety risk assessments.

3.2.2 Organising – *“Organising for health and safety is the collective label given to activities in four key areas that together promote positive health and safety outcomes”* (1)

Control

This policy sets out the health and safety duties of all roles within the Trust and ensures that health and safety objectives are integrated into the Trust's overall management process.

Competence

Health and Safety Training is provided to staff through the People and Engagement Directorate and is integrated into staff training programmes as appropriate.

The Management of Health and Safety at Work Regulations require an employer to appoint a competent person to assist them with fulfilling their statutory health and safety responsibilities. The competency level set by the Trust is Chartered Safety and Health Practitioner status.

The nominated competent person for the Trust is the Health and Safety Manager.

Co-operation and Communication

The Trust has a strategic Health and Safety Committee which meets quarterly. The committee is attended by management representatives from appropriate Trust departments. The committee members are defined in the committee's terms of reference.

The committee is also attended by recognised trade union safety representatives and provides a forum for co-operation and communication between the Trust and staff on health and safety issues.

A number of departments also have a local Health and Safety Committee which can refer issues to the strategic committee where necessary.

The Trust has an agreed working arrangement involving recognised Trade union representatives which is intended to maximise collaborative working and cover non-union affiliated employees.

The Trust Procurement Group looks specifically at the improvement and purchase of vehicles and equipment for the Trust. This group also includes trade union representation and is another forum for co-operation and communication on health and safety related issues.

Other specific working groups are formed as necessary e.g. fire safety group depending on the needs of the Trust.

3.2.3 Implementing your plan – “workplace precautions will be easier to implement if risk control systems and management arrangements have been well designed” (1)

The Trust's health and safety related documentation e.g. policies, procedures, guidance etc. detail the Trust's practical risk control and management arrangements. The documentation details relevant health and safety legislative requirements and then translates this into practical action for Trust managers. Where the implementation of a health and safety process may vary across departments, specific standard operating procedures will be created by local management. Please see associated documents section for a list of health and safety related documentation.

3.3 Check

3.3.1 Measuring performance – “Monitor before events, investigate after events” (1)

The strategic Health and Safety Committee is the central function for measuring health and safety performance with a number of reports / documents being submitted to the committee for consideration and a number then sent from the committee to higher level groups for monitoring and assurance.

Active monitoring

The strategic Health and Safety Committee occurs on a quarterly basis. As part of its regular business it monitors progress against the Health and Safety Team Work plan to ensure that health and safety objectives are being met. The Committee also discusses the health and safety related risks that are recorded on the Trust risk register at every meeting and considers any new risks for inclusion or progression.

A verbal health and safety performance report is provided to TMG at every meeting and full strategic Health and Safety Committee minutes are submitted to the TMG following each committee meeting. Reports are also submitted to the Quality committee and Trust Board, as required, to demonstrate effective management of health and safety and to provide assurance.

Health and safety premise inspections, with the exception of Fleet workshops, are incorporated into the Trust's inspection for improvement process (I4I) which aims to inspect premises every year regarding a range of compliance issues including health and safety. The process is delivered and administered by the Quality and Safety Team. Details can be found in the Trust's Risk Management Procedures document.

Health surveillance is carried out where necessary by the Trust's Occupational Health advisers.

Reactive monitoring

A report containing employee related incident data is submitted to the strategic Health and Safety Committee which occurs quarterly. The report gives details of employee related incident figures including any incidents that have been reported to the HSE in accordance with RIDDOR regulations. The quarterly incident report provides the Trust with a way of monitoring its health and safety related incidents and also provides analysis to identify any themes or trends in accidents which may need capturing as part of the risk management process.

A report detailing Occupational Health related information is also submitted to each strategic Health and Safety Committee by the Trust Wellbeing Manager.

A report detailing safety and security incidents is submitted to the each strategic Health and Safety Committee by the LSMS.

A verbal report detailing equipment and non-RTC vehicle incidents is submitted to the Trust Procurement Group by the Health and Safety Manager.

Quarterly incident reports similar to those submitted to the strategic Health and Safety Committee are submitted to the local Health and Safety Committees to monitor performance and identify local trends.

The Integrated Performance Report, which contains health and safety related incident data, is submitted to the TMG and Trust Board on a monthly basis.

3.3.2 Investigating accidents / incidents and near misses – “effective investigation requires a methodical, structured approach to information gathering, collation and analysis” (1)

All incidents within the Trust are managed in accordance with the Trust’s incident management process which includes reporting, capture (within an electronic data management system) and investigation. Details are provided in the Trust’s Risk Management Procedures document and Investigations and Learning Policy.

3.4 Act

3.4.1 Reviewing performance – “tells you whether your system is effective in managing risk and protecting people” (1)

A health and safety report is produced annually and submitted to the strategic Health and Safety Committee for consideration and learning, to the TMG for review and the Trust Board for assurance.

The report details the Trust’s health and safety performance for that year including analysis of employee incident data to identify themes and trends. The report also looks at any HSE intervention, the completion of the health and safety team annual work plan and the completion of any specific health and safety related projects.

Auditing is carried out as part of wider NHS arrangements such as internal audit and CQC.

3.4.2 Learning Lessons – “*Learning lessons involves acting on findings of accident investigations and near-miss reports and organisational vulnerabilities identified during monitoring, audit and review processes*” (1)

Analysis and lessons learnt from incident data on a wider scale i.e. not just from employee related incidents is covered in the Trust’s Risk Management Procedures document and Investigations and Learning Lessons Policy.

The strategic health and safety committee has a role to play in learning lessons as it is the main forum for the review of health and safety incident data. It also has sight of the results from other audit and review processes and has the authority to delegate actions to managers across the Trust to tackle any issues identified.

The Trust also has an Incident Review Group which monitors incidents of all types that have caused a minimum of moderate level harm within the Trust with the aim of learning lessons.

4.0 Training expectations for staff

The Trust undertakes regular training needs assessments which capture health and safety training requirements. It has produced a training prospectus for all identified training needs, which contains various types of statutory and mandatory training for discussion as part of the staff performance development reviews. Please see Statutory and Mandatory Training Policy for details.

Training will be provided in a variety of formats, for example, in-house, external, work-based, team briefing or e-learning. The prospectus outlines which staff are required to receive what training and how often. This will include training in relation to this policy and associated procedures.

Refresher training is also available where employees are identified as benefitting from such a procedure during their personal development review.

The Trust will ensure that all staff have the appropriate level of training and education to fulfil their duties in respect of health and safety awareness.

The Trust will continue to support staff in undertaking appropriate health and safety training in order to promote a transfer of knowledge and provide for business continuity/succession planning.

5.0 Implementation Plan

The Health and Safety policy has been agreed by the members of the strategic Health and Safety Committee and submitted to the TMG for formal approval.

Associated Health and Safety procedures will be agreed by the Strategic Health and Safety Committee and approved at TMG.

All local standard operating procedures will be agreed by the most appropriate group / committee e.g. strategic or Local Health and Safety Committee, Procurement Group or local management group.

The Health and Safety Policy is available on the Trust's intranet site. The Health and Safety Manager will ensure that the most up to date copy is available to all staff via this route.

Copies will also be available on request from the Health and Safety Team.

After each review, the Health and Safety Policy will be brought to the attention of all staff via the Trust's weekly briefing document.

Procedures associated with the Health and Safety Policy will also be available on the Trust's intranet site or from the relevant document author.

Any changes to associated procedures will be brought to the attention of staff via the weekly brief.

Standard Operating procedures will be managed and disseminated by the relevant department.

Any ad hoc health and safety communication regarding specific hazards will be done through the Trust's Corporate Communications Team utilising existing communication channels.

6.0 Monitoring compliance with this Policy

The processes in place for on-going compliance monitoring are detailed in section 3.3 - Check. The Health and Safety work plan forms an integral part of this process and is reviewed at each strategic Health and Safety Committee.

Compliance monitoring on an annual basis is carried out by the Health and Safety Manager using the KPIs* listed below and the results are detailed in the Annual Health and Safety Report which is submitted to the strategic Health and Safety Committee, TMG and Trust Board.

The results of the above monitoring are also used to inform the next annual health and safety work plan.

***KPIs**

The key elements of the of the Trust's health and safety management system are listed below along with the key performance indicators (KPIs) that show the Trust has the element in place.

Plan

- Up to date H&S Policy on intranet
- H&S policy in date and signed by Chief Executive
- Maintenance of Chartered Safety Practitioner status by H&S Manager
- Development and maintenance of H&S procedures
- Development and maintenance of SOPs
- Capture of health and safety risks via risk management process
- Development of annual Health and Safety work plan

Do

- Completion of risk assessments
- Compliance with H&S Training (*to be monitored through Training Department*)

- Occurrence of strategic Health and Safety Committee quarterly
- Occurrence of local health and safety committees quarterly
- Attendance at H&S committees by members identified in TORs
- Sufficient trade union representation at committees

Check

- Health and Safety work plan reviewed at each strategic H&S committee
- Risk Register reviewed at each strategic H&S committee
- Minutes submitted to TMG quarterly
- Premise inspections complete via I4I process annually
- Health surveillance completed in line with risk assessment
- Quarterly incident reports submitted to strategic H&S committee
- Quarterly incident reports submitted to Local H&S committees
- Specialist reports submitted to strategic H&S committee i.e. OH, Safety and Security

Act

- Completion of Annual Health and Safety report for strategic H&S committee
- Annual Health and Safety report submitted to TMG and Trust Board
- Compliance with CQC standards

The above KPIs will be included and reported on in various performance reports.

7.0 References

Reference materials used in the development of this policy are shown below:

7.1 Legislation

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Safety Representatives and Safety Committees Regulations 1977

7.2 Guidance from Other Organisations

- “Managing for Health and Safety” HS(G)65 – Third Edition. Health and Safety Executive. Published 2013. Accessed via www.HSE.gov.uk
- “Five Steps to Risk Assessment”. Health and Safety Executive. Published 2011. Accessed via www.HSE.gov.uk

8.0 Appendices

Appendix A - Definitions

Definitions relating to terminology used in this policy are shown below:

- **So far as is reasonably practicable**

This means that you have to take action to control the health and safety risks in a workplace except where the cost (in terms of time and effort as well as money) of doing so is “grossly disproportionate” to the reduction in the risk.

- **Competent advice / Nominated competent person for health and safety**

The Management of Health and Safety at Work Regulations require an employer to appoint a competent person to assist them with fulfilling their statutory health and safety responsibilities. The competency level set by the Trust is Chartered Safety and Health Practitioner status.

The nominated competent person for the Trust is the Health and Safety Manager.

- **Health and Safety Management System**

A health and safety management system is a framework for organising and recording the Trust's health and safety arrangements and activities.

The Trust is using the framework detailed in the HSE document “Managing for Health and Safety - HS(G)65 which is used as a basis by HSE inspectors when auditing an organisation's arrangements for managing health and safety.

- **Risk Assessment**

A risk assessment is a careful examination of what, at work, could cause harm to people so that a decision can be made on whether enough precautions have been taken to prevent harm or if more are needed.

- **Risk Management Principles**

The Trust has a statutory responsibility to patients, public and commissioners to ensure that it has effective processes, policies and people in place to deliver its objectives and to control any risks that it may face in achieving these objectives. Risk management is the process by which these risks are controlled.

- **Trade union safety representative**

This is a staff member nominated in writing by their Union to undertake this role after suitable training via the TUC accredited training programme.

They are appointed in line with the Safety Representatives and Safety Committee Regulations to carry out functions as specified in the regulations.

- **RIDDOR**

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This legislation requires the Trust to report certain types of incident to the Health and Safety Executive (HSE).

Appendix B - Roles & Responsibilities

The Trust Board has overall responsibility for health and safety management. The Trust Board requires the Chief Executive, the Executive Directors and their staff to implement the requirements of this policy within all the services covered by their portfolio.

In addition the Health and Safety at Work Act 1974 states that everyone within the Trust has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

The Trust Board via the Executive Director of People and Engagement will ensure these responsibilities are adequately reflected in job descriptions and person profiles for all employees/volunteers working on behalf of YAS.

Specific duties and responsibilities are shown below:

10.1 The Trust Board

The Trust board has overall responsibility for all aspects of health and safety within YAS.

The Trust Board is responsible for the approval of the strategic direction for health and safety management including compliance with the requirements of this policy and will make adequate provisions in the annual budget to allow appropriate health and safety commitments to be met.

The Chairperson of the trust will ensure that health and safety management requirements are included in the portfolios of all Non-Executive Directors on the Trust Board.

10.2 Quality Committee

The Quality Committee undertakes objective scrutiny of the Trust's clinical governance and quality plans, compliance with external quality regulations and standards and key functions associated with this, including processes to ensure effective health, safety and security, learning from adverse events and infection prevention and control.

10.3 Trust Management Group

The Trust Management Group (TMG) consists of the Executive Directors and Associate Directors and is chaired by the Chief Executive. Its role is to support the operational management of the Trust and the delivery of objectives set by the Trust Board. In regard to health and safety, the TMG has responsibility for:

- monitoring and review of performance in relation to operational and workforce objectives
- identification and management of key risks
- action to address key risks to delivery and on operational issues and problems
- contributing to the development of strategy and policy
- communication with the Trust's wider management community

- formally approve this document

10.4 Health and Safety Committee

The Health and Safety Committee monitors and directs the Trust's strategic level work regarding health and safety management. Detail of the committee's role is described in section 3.3 – Check

10.5 Local Health and Safety Committees

Local Health and Safety Committees monitor and direct the Trust's local work regarding health and safety management.

10.6 Chief Executive

The Chief Executive has overall accountability for the health and safety of all employees and others affected by the Trusts activities.

The Chief Executive will ensure that health and safety management requirements are included in the portfolios of all Executive Directors employed by YAS.

10.7 Executive Directors

Executive Directors are responsible for implementing the strategic aspects of health and safety within their own specific areas of responsibility. Every Director is responsible for ensuring that they set, agree and monitor individual health and safety management objectives with their Associate Directors on an annual basis.

Specific roles:

The **Executive Director of Quality, Governance and Performance Assurance** is the Board level lead for health and safety issues and is the chair of the strategic Health and Safety Committee. This Director is also responsible for:

- ensuring that the Trust has access to competent health and safety advice as required in the Management of Health and Safety at Work Regulations 1999
- Providing health and safety advice to the Trust Board, Chief Executive and Executive Directors.
- Working with the Trust Executive Directors to ensure appropriate health and safety management objectives are set for their areas of responsibility

The **Executive Director of Workforce and Organisational Development** is responsible for ensuring adequate arrangements are in place regarding Occupational Health services and also for ensuring that suitable and sufficient health and safety training, including induction training, is delivered as necessary.

The **Executive Director of Fleet, Estates and Facilities** is responsible for ensuring that premises, equipment and vehicles are provided and maintained in a safe condition.

10.8 Associate Directors

Associate Directors are responsible for achieving the health and safety management objectives set by their Executive Director by incorporating them into the annual work schedule / plan for their area of responsibility.

10.9 Deputy Director of Quality and Nursing

The above role is specifically responsible for:

- for promoting the business benefits of good health and safety management
- ensuring that Trust wide health and safety objectives are set and incorporated into relevant plans e.g. Trust Business plan.
- ensuring that Trust wide health and safety performance information is incorporated into relevant reports e.g. Trust Annual Report
- ensuring the Trust has a health and safety strategy in place
- ensuring adequate resources are available to provide the Trust with competent health and safety advice as required by the Management of Health and Safety at Work Regulations
- ensuring regular reports are submitted to the TMG, Quality Committee and Trust Board

10.10 Head of Safety

The above role is specifically responsible for:

- ensuring the regular occurrence of the strategic Health and Safety Committee and acting as vice chair when necessary
- managing the provision of high quality health and safety advice to the Trust and its managers
- ensuring the Trust has in place a robust health and safety management system including the production of an appropriate health and safety policy and associated procedures to ensure regulatory compliance
- ensuring the production of an annual health and safety plan
- ensuring the production of health and safety performance information
- acting as the Trust Medical Device Safety Officer

10.11 Managers

Managers are responsible for:

- ensuring that the health and safety policy and associated procedures are adhered to within their area of responsibility
- ensuring the health and safety of their staff and other persons affected by operations under their control is adequately managed
- conducting risk assessments and developing safe operating procedures for activities under their control
- ensuring health and safety problems that arise from activities under their control are assessed and reduced so far as reasonably practicable
- determining the training needs of staff under their supervision to enable them to carry out their roles safely
- providing a suitable level of supervision for staff when necessary to ensure safe working

- co-ordinating and monitoring all aspects of health and safety and reporting matters of concern to the appropriate responsible person or their line manager
- investigating incidents that occur within their area of responsibility
- communicating health and safety messages to staff on a regular basis particularly relating to actions taken following an incident report or as part of lessons learned

10.12 Nominated Competent Person for Health and Safety

The role of nominated competent person for health and safety is fulfilled by the YAS Health and Safety Manager.

The Health and Safety Manager will provide advice and practical assistance in all matters relating to health and safety across the Trust. In particular their responsibilities will include:

- providing advisory support to the Director for Quality, Governance and Performance Assurance, Deputy Director of Quality and Nursing and Head of Safety on all health and safety matters
- providing advisory support to the Trust and its managers on all health and safety matters
- positive promotion of good health and safety management including importance of incident reporting
- production of the annual Health and Safety Work Plan
- acting as risk lead for Health and Safety risks
- production of health and safety performance information at a Trust level for consideration at appropriate groups and committees e.g. strategic Health and Safety Committee.
- ensuring production of health and safety performance information at a departmental level for consideration at departmental groups and committees e.g. local health and safety committees
- development and coordination of the Trust's health and safety management system including:
 - production and maintenance of an appropriate health and safety policy
 - production and maintenance of associated health and safety procedures
 - liaison with training department to ensure provision of appropriate health and safety training
 - liaison with nominated Trust union representatives
 - maintenance of suitable monitoring and recording arrangements
 - co-operation with health and safety audit arrangements
 - liaison with the Trust's nominated Health and Safety Executive (HSE) Inspector
 - reporting of incidents in line with RIDDOR requirements
 - maintaining Chartered Safety and Health Practitioner status through CPD with IOSH (Institution of Occupational Safety and Health).
 - overseeing the management of the CAS system
 - ensuring adequate consideration of health and safety is incorporated into the inspection for improvement process
 - inspection of Fleet workshops

10.13 Head of Facilities / Head of Property and Projects

The Head of Facilities / Head of Property and Projects is specifically responsible for ensuring the Trust has access to competent advice regarding fire safety and will also,

where necessary, seek external assistance relating to asbestos, legionella, electrical safety, construction and other relevant estates related compliance.

10.14 Local Security Management Specialist (LSMS)

The LSMS is specifically responsible for providing competent advice to the Trust regarding violence and aggression related issues that may affect staff safety. Details of procedures to deal with violence and aggression risks within the Trust are detailed in the *Safety and Security Policy and Guidance*.

10.15 Infection Prevention and Control (IPC) Nurse

The IPC Nurse is specifically responsible for providing competent advice to the Trust regarding IPC related issues that may affect staff safety. Details of procedures to deal with IPC risks within the Trust are detailed in the *Infection Prevention and Control Policy*.

10.16 Health and Safety Representatives

Health and Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety functions in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977.

The Trust Board, via appropriate Executive Directors, will ensure that they are:

- involved in health and safety monitoring and inspections carried out by the Trust
- consulted on health and safety matters affecting staff
- able to attend strategic and local health and safety meetings in sufficient number to ensure proportional representation
- provided with sufficient information in order to effectively represent others
- able to investigate RIDDOR reportable accidents at work and discuss these with managers
- able to participate in premises inspections, risk assessments or any work to introduce new equipment, vehicles or procedures
- able to carry out independent premises inspections in line with the Safety Representatives and Safety Committees Regulations
- able to represent staff in consultation at the workplace with inspectors from the HSE and of any other enforcing authority
- able to receive health and safety information from inspectors

Recognised Union representatives will represent the interests of all YAS staff regardless of union affiliation.

10.17 All Employees

Every employee has a personal responsibility for health and safety and has a duty to:

- take reasonable care of his/her own health and safety and has a duty of care toward other persons affected by his/her acts or omissions;
- co-operate with management in reviewing rules and regulations regarding health and safety in his/her department and for making them effective;

- report all incidents, near misses, hazards, work related illnesses or injuries, however minor, initially using the data management system as well as informing their supervisor and ensuring that these are documented properly
- correctly use personal protective equipment provided by the Trust
- correctly use equipment or items provided in the interest of health and safety management