Health and Safety Policy

Document Author: Health and Safety Manager

Date Approved: June 2024

Document Reference	PO – Health and Safety Policy – June 2026
Version	V6.0
Responsible Director (title)	Executive Director of Quality and Chief Paramedic
Document Author (title)	Health and Safety Manager
Approved By	Trust Executive Group
Date Approved	June 2024
Review Date	June 2026
Equality Impact Assessed (EIA)	Yes
Document Publication	Internal and Public Website

Document Control Information

Version	Date	Author	Status (A/D)	Description of Change
0.1	Dec 12	Shelley Jackson – Health and Safety Manager	D	Initial draft
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
0.4	Jan 13	Shelley Jackson – Health and Safety Manager	D	Changes following consultation with Health and Safety Committee
1	Jan 13		A	
1.1	Jan 15	Shelley Jackson – Health and Safety Manager	D	Review in light of new H&S Management guidance
2.0	March 2015	Shelley Jackson – Health and Safety Manager	A	Approved by TMG March 2015
2.1	March 2017	Shelley Jackson – Health and Safety Manager	D	2 yearly review. Includes reference to new / updated supporting documentation
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 Manager	A	TMG approved extension until June 19
3.3	May 19	Health and Safety Manager	D	2 yearly review of document conducted. Minor amendments made i.e., job title changes.
3.4	October 19	Health and Safety Manager	D	EIA started
3.5	May 20	Health and Safety Manager	D	EIA completed.
4.0	May 20	Health and Safety Manager	A	Approved at TMG
4.1	Jan 22	Health and Safety Manager	D	2 yearly review of document conducted. Updates made to job titles and departments. Inclusion of new associated documents and reference to new subject matter expert roles. Reference to One Team, Best Care Strategy added.
4.2	Feb 22	Health and Safety Manager	D	Approved at H&S Committee
4.3	Feb 22	Health & Safety Manager	D	Approved at JSG

5.0	March 22	Risk Team	A	Approved at TMG
5.1	March 2024	Risk Team	A	Extension approved within February 2024 Strategic Health & Safety Group. Policy put onto Trust new visual identity.
5.2	April 2024	Health and Safety Manager	D	Updated to reflect: - Changes to operating model including title changes for roles and departments - Changes to internal incident review process' including reference to PSIRF and TLG - New YAS Strategy 24 - 29
5.3	May 2024	Health and Safety Manager	D	Policy reviewed and approved at strategic Health and Safety Committee on 9th May 2024. Change to designation of strategic Health and Safety Committee to fit with new governance structure (changed to Group)
6.0	June 2024	Health and Safety Manager	A	Policy agreed at TEG with minor amendments: • Inclusion of specific responsibilities for COO role • Amendment to SME access to incorporate reference to external resources

A = Approved   D = Draft

Document Author = Health and Safety Manager

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

A list of Health and Safety related policies and 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 are linked to or support an element of health and safety management.

Health and Safety Policies and Procedures

- Health and Safety Risk Assessment Policy

- Moving & Handling of Loads Policy

- Safer Patient Handling Policy

- Slips, Trips & Falls Policy

- Personal Protective Equipment (PPE) Policy

- Provision and Use of Work Equipment (PUWER) Policy

- Control of Substances Hazardous to Health (COSHH) Policy

- Contractor Management Policy

- Display Screen Equipment Policy

- Health and Safety Consultation with Employees Policy

- Fire Safety Policy

- Electrical Safety Policy

- Water Safety Policy

- Asbestos Policy

- Stress Management Policy

- RIDDOR Standard Operating Procedure

- CAS Alert / Field Safety Notice and CareCERT Process

Supporting / Linked Policy and Procedural documents

- Employee Wellbeing Strategy & Health and Wellbeing Plan

- Risk Management Policy

- Incident and Serious Incident Management Policy
- Investigations and Learning Policy

- Inspection for Improvement Process – Standard Operating Procedure

- Statutory and Mandatory Training Policy

- Safety & Security Policy

- Management of Violence and Aggression Policy

- Lone working and personal safety guidance

- Infection Prevention and Control Policy – this incorporates:

  - *Exposure to biological agents*

  - *Sharps / needlestick injuries*

  - *Personal Protective Equipment (PPE)*

- Driving at Work Policy and Guidance – this incorporates:

  - *Occupational road risk*

- Maternity and Maternity Support Policy – this incorporates:

  - *Pregnancy risk assessment*

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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 policy / procedural 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 process 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 will monitor performance in a number of different ways.

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

Signed:

Peter Reading
YAS Chief Executive

Date: 20 June 2024

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 across all functions
YAS has in place a health and safety management system that complies with current guidance
YAS will conduct health and safety risk assessments for the activities 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 Group

1.0   Introduction

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

1.2   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.

1.3   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.

1.4   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.

1.5   This policy supports the Trust's Great Care, Great People, Great Partner Strategy 24 - 29 which has the following ambitions for YAS:

- Deliver exceptional patient-centred out of hospital emergency, urgent and non-emergency care which is safe, kind and responsive *(Our Patients)*
- To be a diverse and inclusive organisation with a culture of continuous improvement *(Our People)*
- To be a collaborative, integral and influential partner across a joined-up health and social care network *(Our Partners)*
- To be a responsible and sustainable organisation in the use of financial and physical resources *(Our Planet and Pounds)*

1.6   It provides support by:
- ensuring that YAS provides a safe workplace / environment for staff and patients

- embedding health and safety principles throughout the Trust in order to deliver continuous safety improvements for staff and patient care
- ensuring YAS learns from health and safety incidents, learning that can be shared with other organisations
- contributing to good financial management by reducing accident and ill-health related costs

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

2.0   Purpose/Scope

2.1   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.

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

2.3   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.
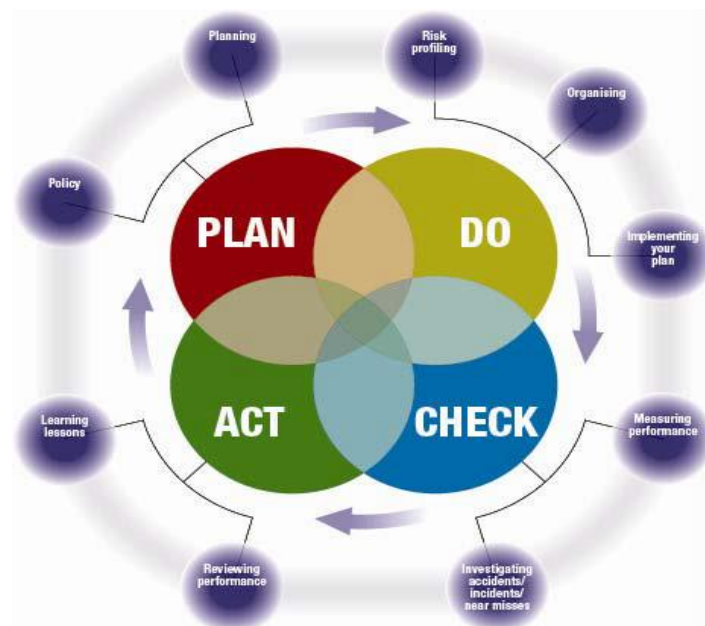
(1) Reference: "*Managing for Health and Safety*" *HS(G)65 – Third Edition. Health and Safety Executive. Published 2013. Accessed via www.HSE.gov.uk*

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 policy / procedural documents. These detail the arrangements for ensuring compliance with legislation that is relevant to the risks faced by the organisation. Where necessary, health and safety policy / procedures are translated into standard operating procedures within departments.

In addition to a Health and Safety Manager, the Trust also employs or commissions via external contracts as authorising engineers, dedicated internal and external subject matter experts in a number of fields which relate to health and safety risks identified for the organisation. These include:

- Moving and handling
- Violence and aggression
- Infection prevention and control
- Health and well-being (physical and psychological health)
- Fire safety
- Water Safety (Authorising Engineer)
- Patient safety
- Security

Reacting to changing demands
The Trust has in place a Risk Management and Assurance Strategic Framework. The framework includes the maintenance of Trust risk registers which capture 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 registers 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 Group.

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 commons hazards associated with ambulance work are already incorporated into staff training e.g., moving and handling, slip, trip and falls and occupational road risk however, the Trust's Health and Safety manager along with the subject matter experts are working to improve wider risk awareness and encourage safe and healthy behaviours.

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 Strategic Framework which it uses to profile all risks to the organisation. The Trust's risk registers record 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 it is therefore incorporated into the Trust's health and safety related policies and procedural documents where required. The Trust also has a specific policy for the completion of 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 for all roles within the Trust and ensures that health and safety objectives are integrated into the Trust's overall management process.

Competence
Risk specific health and safety training is provided to staff through the People and Organisational Development Directorate and is integrated into staff training programmes as deemed appropriate by training managers and relevant subject matter experts.

General health and safety training needs are identified by the Health and Safety Manager.

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 nominated competent person for the Trust is the Health and Safety Manager who is required to hold Chartered Safety and Health Professional status.

In addition to the Health and Safety Manager, the Trust also employs dedicated subject matter experts in a number of fields which relate to health and safety risks identified for the organisation.

Co-operation and Communication

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

The Group 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.

There are also a number of local Health and Safety Committees / groups which bring together business functions with similar activities so that common health and safety issues can be discussed in more detail. The local committees / groups can refer issues to the strategic group for discussion or awareness 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 and also has a number of sub-groups which include trade union representation. These are other forums for co-operation and communication on health and safety related issues.

All health and safety consultation carried out is detailed in the Trust's Health and Safety Consultation with Employees Policy

Other specific working groups are formed as necessary depending on legislative requirements and identified risks for the Trust e.g. Moving and Handling Group, Water Safety group.

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 Group is the central function for measuring health and safety performance with a number of reports / documents being submitted to the group for consideration.

<u>Active monitoring</u>

The strategic Health and Safety Group meeting occurs on a quarterly basis.

As part of its regular business, it monitors progress against the Health and Safety Work plan to ensure that health and safety objectives are being met.

The Group 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.

Information on compliance with Health and Safety related training is also presented to the group.

The strategic Health and Safety Group also receives the following reports as part of active monitoring:

- Health and Wellbeing update – *to monitor employee well-being and occupational health provision*
- Estates Compliance and Risk update – *to monitoring compliance with statutory / maintenance requirements e.g., asbestos, legionella, fire, electrical*
- CAS alert update – *to monitor number of safety alerts received from external sources and ensure relevant action taken*
- Local H&S Committee / group updates – *to monitor meeting occurrence and issues being raised in areas*

Following each strategic Health and Safety Group meeting, a highlight report is prepared and presented to the Quality Committee for monitoring purposes. The report is presented by the Executive Director of Quality and Chief Paramedic who chairs the strategic Health and Safety Group.

Health and safety information is also included in other reports submitted to the Trust Board, as and when 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.

Requirements for Health surveillance are assessed and carried out as necessary by the Trust's Occupational Health Provider.

Reactive monitoring

A report containing employee related incident data is submitted to the strategic Health and Safety Group meeting 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.

The strategic Health and Safety Group also receives the following reports as part of reactive monitoring:

- Violence Reduction update – *to monitor violence and aggression related incidents*
- Crime Reduction and Security Management update – *to monitor security related incidents*

- Claims update – *to monitor occurrence and type of claims received*

Other reactive monitoring includes a verbal report detailing equipment (medical and non-medical) which is made monthly to the Trust Procurement Group by the Health and Safety Manager. The report identifies themes and trends.

A report detailing Moving and Handling related incidents is submitted to the Moving Patients and Loads Group monthly by the Moving and Handling Lead. The report identifies themes and trends and also highlights specific incidents for discussion and learning.

A verbal report detailing vehicle incidents (non-RTC related) is delivered by the Health and Safety Manager at the Vehicle Design Group which meets every 6 weeks.

Quarterly incident reports similar to those submitted to the strategic Health and Safety Group are submitted to the local Health and Safety Committees / groups to monitor local performance and incident trends.

Health and safety related incidents that have resulted in no or low harm (with the exception of violence and aggression / security and vehicle RTC) are reviewed by a multi-disciplinary team to identify issues / themes and trends to ensure appropriate investigation. The team meets weekly as the Low / no harm incident group.

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

A network of local incident review groups (LIRG) also meet weekly to review patient safety incidents that have occurred in their respective operational areas.

A multidisciplinary team also meets monthly to review patient safety incidents that have been referred to them by the local management teams. This is the Central Incident Review Group (CIRG).

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 Incident and Serious Incident Management Policy 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 Group for consideration. The report is also submitted to the Quality Committee.

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, overall progress made with the health and safety 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)

The processes in place for analysis and learning lessons from incident data is covered in the Trust's Investigations and Learning Lessons Policy. This process happens on a wider scale i.e., it does not just cover health and safety incidents but all type of incidents that occur within the Trust.

The strategic health and safety Group 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. Alongside the group, learning is also identified though the various other groups and meetings detailed previously that review incident data.

The Trust has also recently implemented the Patient Safety Incident Response Framework (PSIRF) as set out by NHS England. This is an approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety.

The Trust Learning Group (TLG) also meets once every month and its role is to support Trust and system learning and continuous improvement in patient safety, patient experience, and clinical outcomes.

Learning lessons in relation to both staff and patient incidents is a key part of the Trust's health and safety management process.

4.0   Training expectations for staff

The Trust undertakes training needs analysis (TNA) which includes health and safety related training. The TNA is reviewed annually. The process is covered by the Statutory and Mandatory Training Policy.

As detailed previously, risk specific health and safety training is provided to staff through the People and Organisational Development Directorate (YAS Academy) and is integrated into wider staff training programmes as deemed appropriate by training managers and relevant subject matter experts.

General health and safety training needs are identified by the Health and Safety Manager and provided through YAS Academy who may commission external training provision where necessary.

Training will be provided in a variety of formats, for example, in-house, external, work-based, team briefing or e-learning.

Refresher training is available where employees are identified as benefitting from such 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.

5.0   Implementation Plan

The Health and Safety policy has been agreed by the members of the strategic Health and Safety Group and submitted to the Trust Executive Group (TEG) for formal approval.

Associated Health and Safety policies and procedures will be approved by the Strategic Health and Safety Group.

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

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 Group.

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
- Development and maintenance of H&S policies and 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 Health and Safety Training *(to be monitored through YAS Academy)*
- Maintenance of Chartered Safety and Health Professional status by H&S Manager
- Occurrence of strategic Health and Safety Group meetings quarterly
- Occurrence of local health and safety committees / groups quarterly
- Attendance at H&S committees / groups by members identified in TORs
- Sufficient trade union representation at committees / groups

Check
- Health and Safety work plan reviewed at each strategic H&S Group meeting
- Risk Register reviewed at each strategic H&S Group
- Highlight report submitted to Quality Committee quarterly
- Premise inspections complete via I4I process annually
- Health surveillance completed in line with risk assessment
- Quarterly incident reports submitted to strategic H&S Group
- Quarterly incident reports submitted to Local H&S committees / groups
- Subject specific monitoring reports submitted to strategic H&S Group e.g., Health and Wellbeing, Violence and aggression, Estate's compliance etc.

Act
- Completion of Annual Health and Safety report for strategic H&S Group
- Compliance with CQC standards

The above KPIs will be included and reported on in wider Trust performance reports as required.

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 level of 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 nominated competent person for the Trust is the Health and Safety Manager who is required to hold Chartered Safety and Health Professional status.

- **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.

- **Health and Safety Risk Assessment**
  A health and safety 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 incidents 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 Organisational Development 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 **Trust Executive Group**

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

- monitoring and review of performance in relation to operational and workforce objectives

- oversee the identification and management of key risks

- facilitate action to address key risks to delivery of objectives

- oversee the development of strategy and policy

- communication with the Trust's wider management community

- formally approve the Health and Safety Policy

10.3 **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. This includes processes to ensure effective learning from

adverse events. The Quality committee also receives the Trust's annual health and safety report and the quarterly highlight report from the strategic Health and Safety Group.

10.4   Strategic Health and Safety Group

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

10.5   Local Health and Safety Committees / Groups

Local Health and Safety Committees / groups 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 Executive Director is responsible for ensuring that they set, agree and monitor individual health and safety management objectives with their Directors, Deputy / Associate Directors on an annual basis as part of business planning.

Specific roles:

The **Executive Director of Quality and Chief Paramedic** is the Board level lead for health and safety issues and is the chair of the strategic Health and Safety Group. 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 People and Organisational Development** is responsible for ensuring adequate arrangements are in place regarding Occupational Health services, ensuring that suitable and sufficient health and safety training is delivered as necessary and ensuring the promotion and maintenance of staff health and wellbeing.

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

The **Chief Operating Officer** is responsible for ensuring that health and safety arrangements are incorporated into the primary operational activities of the organisation.

10.8   Directors, Deputy / Associate Directors

Deputy / 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:

- ensuring the regular occurrence of the strategic Health and Safety Group
- 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 Quality Committee and Trust Board as necessary

10.10   Heads of Department and 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

10.11 Head of Safety

The above role is specifically responsible for:

- 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

10.12   Head of Facilities Management

The Head of Facilities Management 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, water safety, electrical safety, construction and other relevant estates related compliance.

10.13   Head of Employee Health and Wellbeing

The Head of Employee Health and Wellbeing is specifically responsible for leading the Trust's work to promote and maintain the physical and psychological wellbeing of staff along with the organisation and provision of suitable Occupational Health Services.

10.14   Health and Safety Manager

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 Executive Director of Quality and Chief Paramedic, 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 Group.
- 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 / groups
- 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 Health and Safety Executive (HSE) Inspectors
- reporting of incidents in line with RIDDOR requirements

- maintaining Chartered Safety and Health Professional 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

10.15 Moving and Handling Lead

The Moving and Handling Lead is specifically responsible for providing competent advice to the Trust regarding moving and handling related issues that may affect staff and patient safety. Details of procedures to deal with Moving and Handling risks within the Trust are detailed in the *Moving & Handling of Loads Policy and the Safer Patient Handling Policy.*

10.16 Infection Prevention and Control (IPC) Lead

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

10.17 Violence Reduction Lead (VRL) & Security Management Specialist (Crime Reduction)

The VRL and Security Management Specialist are specifically responsible for providing competent advice to the Trust regarding violence and aggression and security related issues that may affect staff safety. Details of procedures to deal with violence and aggression and security risks within the Trust are detailed in the *Safety and Security Policy and the Managing Violence and Aggression Policy.*

10.18 Fire Safety Manager

The Fire Safety Manager is specifically responsible for providing competent advice to the Trust regarding fire safety issues. Details of procedures to deal with fire safety risks within the Trust are detailed in the *Fire Safety Policy.*

10.19 Head of Investigations and Learning / Patient Safety Specialist

The Head of Investigations and Learning / Patient Safety Specialist is specifically responsible for providing competent advice to the Trust regarding patient safety related issues.

10.20 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.

10.21 **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