

NHS Milton Keynes Clinical Commissioning Group

Health and Safety Policy

Document History

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Document review

Version History

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Review History

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1.0	December 2014	Belinda Taylor, Jo Bray and Robert Murton	Amendments to the Designated Director from Director of Nursing and Quality to Director of Nursing & Quality. Minor formatting changes. Updated Terms of reference for the Health & Safety Committee.
2.0	Jan 2015	Senior Management Team	

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1 Introduction

1.1 Statement

NHS Milton Keynes CCG Board regards its responsibility for the Health, Safety and Welfare of its employees, contractors, visitors and members of the general public as a matter of great importance. NHS Milton Keynes CCG Board seeks to ensure that everything that is reasonably practicable is done to prevent personal harm.

Particular attention will be paid to the promotion of the following:

- A safe place of work and with safe access to and from the workplace
- A healthy working environment without risks to health
- Provision of sufficient training, instruction, supervision and information to enable all employees to contribute positively to their own health and safety at work and to avoid hazards and control the risks.
- Ensuring equipment used is safe
- Safe arrangements for the use, handling, storage and transport of articles, materials and substances.

NHS Milton Keynes CCG Board accepts full responsibility for safety at work and will do everything possible to carry out both the duties and the spirit of the Health and Safety at Work Act 1974, Management of Health and Safety at work Regulations and other relevant legislation.

NHS Milton Keynes CCG recognises the partnership needed to improve safety management and expects all managers and staff to co-operate fully with all safety procedures and instructions.

1.2 Scope of Document

This policy applies to all personnel that are employed by NHS Milton Keynes CCG and all activities under their control.

This policy requires the full co-operation from all those involved if it is to be successful and requires a positive attitude to health and safety.

2. Organisational Responsibilities for Health and Safety

2.1 Milton Keynes CCG Board

NHS Milton Keynes CCG as the employer has the overall responsibility for Health and Safety.

2.2 The Chief Officer

The Chief Officer has accountability for the running of NHS Milton Keynes CCG and is accountable for ensuring that all the employees understand and fulfil their health and safety responsibilities.

2.3 Designated Director

The Chief Officer has nominated the designated Director as the Director of Nursing and Quality with the specific responsibility for health and safety within the organisation. The Director of Nursing and Quality will delegate the day to day duties to the Head of Corporate Services and Systems

2.4 Head of Corporate Services and Systems

The Head of Corporate Services will support the organisation and provide or seek advice and guidance from the Health and Safety Advisor and the Accuro Facilities Manager at Sherwood House as necessary. This role will be responsible for the management of NHS Milton Keynes CCG Health and Safety documentation, processes and data relating to health and safety legislation. This post will act as the Deputy Chair of the Health and Safety Committee, terms of reference are attached at **Appendix 1**, and will ensure that appropriate reviews, audits and resulting action plans are implemented to ensure that the organisation is compliant with legal requirements.

2.5 NHS Milton Keynes CCG Directors

The CCG Directors have individual responsibilities in relation to working methodologies within their own teams, in addition to a collective responsibility for Health, Safety and Welfare. In practical terms this means they will ensure;

- That staff fulfil their responsibilities for health and safety in particular with the provision and revision of procedures and safe systems of work and auditing compliances.
- Ensure that all staff undertake mandatory and relevant training sessions on safety related matters.
- Ensure compliance with the incident event reporting procedure and evaluate the resulting information.
- Ensure risk assessments are completed and brought to the attention of the staff as appropriate.
- Ensure that all new staff complete the organisations induction process.

2.6 Milton Keynes CCG Heads of Services

All managers are responsible for the health and safety of the staff that they supervise and for workplaces and all users of those workplaces for which they are responsible. They are required to liaise closely with their staff on all health and safety matters and are responsible for;

- Monitoring compliance with health and safety policies and procedures.
- Ensuring the staff undertake appropriate health and safety training regularly and enable them to implement their learning into their everyday work environment.
- Ensure staff respond in an appropriate manner to the fire alarms.
- Ensure adequate and appropriate risk assessment of the work place is undertaken and seek advice and guidance from the Head of Corporate Services and Systems where necessary.
- Ensure all incidents are reported and investigated according to the reporting of incidents procedure. **See Appendix 2**
- Ensure all staff have an appropriate induction into the working environment and that any changes to the working environment and working practices are risk assessed.

2.7 NHS Milton Keynes CCG Employees

All staff have a duty to themselves, to their colleagues and to any person who may be affected by their actions or omissions, to work in a safe manner. Each employee is responsible for;

- Taking reasonable care for their own health and safety and those of others affected by their actions.
- Co-operating with supervisory and managerial staff to ensure that all relevant statutory regulations, policies and procedures are adhered to and participate in the training offered to improve their knowledge, skills and understanding about health and safety.
- Maintain all mandatory training as required in the CCG training documentation.
- Report all faults, hazards, incidents/accidents errors, near misses or damage regardless of whether persons are injured or not to the Head of Corporate Services and Systems and to the Accuro help desk.
- Take appropriate action to ensure that potential risks are prevented or minimised.
- To be aware of and to comply with the risk assessment process.
- To ensure that any equipment is maintained and used appropriately and that if any training is required to use the equipment that this has been fulfilled.

2.8 NHS Milton Keynes CCG Health and Safety Advisor

NHS Milton Keynes CCG has a service level agreement in place with the Quality Governance Service from Central North West London NHS Foundation Trust. This agreement enables the CCG to fulfil the identified role of competent person on health and safety matters who can provide support, advice and guidance to the CCG in the discharge of their legal responsibilities.

3. Health and Safety Structure

The Health and Safety Committee consists of the Director of Nursing and Quality as the Designated Director, the Head of Corporate Services and Systems, the Health and Safety Advisor, CCG staff representatives, GEM representative and representation from Accuro. The Health and Safety Committee terms of reference and reporting structure are attached at **Appendix 1**

Information from the Health and Safety Committee will be publicised in the 90 second update, an internal bulletin issued to all staff via email. Information will also be disseminated through local meetings to ensure staff are informed of any decisions or actions required.(Employees are encouraged to raise any H&S concerns with their H&S Committee representatives)

4. Training and Information

The training of staff is an essential element of any successful Health and Safety Policy.

Access to information, instruction and training of employees is seen as fundamental to the provision of a safe working environment. Health and safety training must be provided at the commencement of employment and then on a regular basis throughout the individuals employment. This will ensure high standards of safety are being maintained for the benefit of the staff, service providers and the public.

Mandatory training is deemed to be essential training for the safe and efficient functioning of the organisation and/or safety and wellbeing of individual members of staff, this includes statutory training. Statutory training is required by legislation.

All mandatory training is listed in the Greater East Midlands e learning document that is provided through the Greater East Midlands Commissioning Support Unit for staff under a service level agreement.

5. Risk Assessments

NHS Milton Keynes CCG are aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings of those assessments will be recorded and the information based on those findings will be made available to employees.

All members of the team should contribute to risk assessments. The risk register should be developed as a team even if the service manager has overall responsibility for it. Where a significant risk has been highlighted the Senior Manager will be responsible for ensuring that the required action is implemented.

Assessments will be reviewed annually or when the work activity changes in a significant manner, whichever is the soonest.

Note the risk assessments referred to above should detail the workplace precautions/control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

6. General Arrangements

6.1 Accidents, First Aid Arrangements and Work related ill health

Milton Keynes CCG recognises the importance of having suitable and sufficient first aid arrangements within the work place. First aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

At Sherwood Place first aid boxes are kept in the kitchen on each floor and at the reception area.

First aider/appointed individuals within the organisation will have been identified and trained on the first aid at work courses.

The Head of Corporate service and systems will be responsible with the Accuro facilities manager for ensuring that suitable first aid equipment, personnel and facilities are available within the service areas. The Health and Safety representatives will monitor this.

Further information on the requirements of first aid at work can be sought from the Health and Safety Advisor or the Health and Safety Executives web site <http://www.hse.gov.uk/pubns/firindex.htm>

6.2 Reporting Procedures

Internal Notification of Incidents and accidents

The reporting of Injuries, Disease and Dangerous Occurrences regulations (RIDDOR) requires the CCG to report and keep records of:

- Work related accidents.
- Work related accidents that cause serious injuries or death.
- Diagnosed cases of work related illness.

- Any incidents that may have caused potential harm.

All accidents or near misses must be reported internally through the completion of the accident book which is held with the administration team on the 2nd floor. This information, once completed, will be held securely and will provide information for internal reporting. **See Appendix 2**

All internal incidents/accidents will be investigated and appropriate action plans developed where required. Reports will be provided on a quarterly/bi annual basis to the Health and Safety Committee and subsequently to the Audit Committee

External Notification of incidents and accidents

The introduction of RIDDOR 2013, in October 2013, has simplified the reporting requirements that are mandated to the Health and Safety Executive.

Reportable requirements are as follows:

- Death through a work related accident or an act of physical violence to an employee.
- Specified injuries to workers identified in the RIDDOR 2013, Regulation 4. See **Appendix 3**
- Over seven day injuries to workers.
- An injury to a non-worker that requires the transfer to hospital from the accident scene.
- Occupational diseases identified in RIDDOR 2013, Regulations 8 and 9. See **Appendix 4**
- Reportable dangerous occurrences. These are listed at www.hse.gov.uk/riddor
- Reportable gas incidents.

Reporting Process for external notification is as follows

All staff will ensure the internal accident book is completed and then, in discussion with the Head of Corporate Services and Systems or the Health and Safety Advisor to the CCG they will submit the report

- **On line** Complete the on line form found at www.gov.uk/riddor. This will be submitted directly to the RIDDOR database and we will receive a copy for our records which must be filed with the initial entry of the incident and a copy on the individuals personnel file.
- **By telephone** this should be used in conjunction with the online reporting tool for fatal or specified injuries only.

The contact number is 0845 300 9923 Monday to Friday 08.30 – 17.00
There is an out of hour's service covered by a duty officer for incidents that require immediate commencement of investigation.

6.3 New and Expectant Mothers:

If the service manager receives appropriate written notification of an employee being pregnant, or who has given birth within the previous six months or is breastfeeding. Then a dedicated risk assessment exercise covering all relative work circumstances to be avoided should be completed. The risk assessment should also cover risks to the person's health and safety whilst at work and should be regularly reviewed.

6.4 Young Persons in the workplace

Young people in the workplace, i.e. those under the age of 18 years of age require an additional risk assessment prior to the start of their employment /work placement as stated in specific regulations pertaining to this group of workers. Details on the legislation are available from the Health and Safety Advisor and the CCG Human Resources Manager:

6.5 Contractors/Temporary Staff

All contractors and temporary staff should be made aware of the local health and safety policies and procedures by the managers commissioning the work. In the event of a contractor or temporary staff member having an accident on the CCG property the employer of that person should be informed and their specific accident form completed with a copy sent to the Head of Corporate Services and Systems within the CCG.

The contract manager or member of CCG staff employing a temporary member of staff is responsible for ensuring the contractor is aware of any risks within the workplace and monitoring that the contractor is operating safely on the CCG property.

6.6 Co-operation and co-ordination

NHS Milton Keynes CCG will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of the entire workforce and anyone else likely to be affected. This may take the form of regular meetings/briefings or a liaison person may be appointed by the company.

6.7 Control of Substances Hazardous to Health (COSHH)

Limited hazardous substances are used within Sherwood Place; however, those that are in use are recorded on the Accuro facilities management records and have assessments completed in alignment with the regulations. Should a member of the CCG introduce a substance for use within the CCG this should be discussed in the first instance with the Head of Corporate Services and Systems to ensure the appropriate risk assessments are completed and all staff are made aware of the technical information concerning the health risks and controls such use introduces.

There are no further arrangements in place at this stage.

6.8 Display screen Equipment (DSE) Workstations

All Managers are responsible for ensuring that each member of staff completes the DSE assessment on commencement of employment with NHS Milton Keynes CCG and that where it is appropriate further advice is sought through the Organisational & Workforce Development Lead.

Eye screening is available to all users as defined in the NHS Milton Keynes CCG DSE Policy available at M:\Consortia Development\GP Consortia Development\Boards, Committees, Groups & Meetings\CCGs\Health & Safety.

DSE assessments or relevant parts of it should be reviewed in the light of changes in the individual capability or where there has been some significant change to the workstation.

6.9 Maintenance of equipment and systems:

Maintenance of equipment and systems is the responsibility of the Accuro Facilities Manager at Sherwood Place through the on-going visual inspections of electrical equipment and testing. Staff who identify any defects/faults or electrical uncertainties must bring them to the immediate attention of the Accuro Facilities Manager through the Accuro Helpdesk without delay. The number to contact for the Accuro helpdesk is 0207 8811999. Email contact for the Accuro helpdesk is helpdesk@fmhelpdesk.co.uk

6.10 Load Handling:

Duties of the employer;

NHS Milton Keynes is aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992 which places the following key duties on the employer to:

- Avoid the need for hazardous manual handling as far as is practicable;
- Assess the risk of injury from any hazardous manual handling that cannot be avoided;
- Reduce the risk of injury from hazardous manual handling as far as is reasonably practicable.

Duties of the employee;

All employees have a duty to ensure they:

- Undertake load handling training as appropriate;
- Make proper use of equipment provided for their safety;

- Co-operate with their employer if they identify hazardous manual handling activities;
- Take care to ensure that their activities do not put others at risk of injury.

6.11 Fire Policy and Safety:

NHS Milton Keynes CCG will strive to achieve a fire safe working environment for the protection of employees, visitors and any other persons who may be affected through the implementation of the relevant fire regulations, i.e. The Regulatory Reform (Fire Safety) Order 2005. The CCG shall aim to:

- Identify through proper assessment the risk to persons from fire and dangerous substances;
- Evaluate the risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- Record any significant findings and inform employees and all other relevant persons of risks identified;
- Strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- Inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

Fire Wardens

NHS Milton Keynes CCG will ensure that a suitable number of fire wardens are nominated at Sherwood Drive. Fire Wardens will act as the focal point for fire safety matters and be responsible for the roll call during incidents.

All fire wardens must attend Fire Warden Training on an annual basis

Responsibilities

Accuro are responsible for ensuring the premises are compliant with the relevant fire legislation. However, the CCG is responsible for all matters relating to their employees.

A fire alarm system is in operation throughout the building which is tested on a weekly basis, this is the responsibility of Accuro who are also responsible for ensuring a competent person tests the fire alarm system on an annual basis.

6.12 Use of Private Motor Vehicle on Company Business:

All employees must have and maintain a minimum of full third party insurance cover for business purposes. Failure to observe this fundamental condition could result in

the insurance company repudiating liability and you could find yourself personally liable for substantial damages. In any case of doubt you should contact your insurance company or broker for confirmation that your insurance meets the above requirements.

7. Auditing and Monitoring of the Policy

The following aspects of this document will need to be regularly audited and monitored

What needs to be audited or monitored?	Number of H&S representatives within the CCG. An up to date risk register for each Directors area of responsibility. Completion of mandatory training
How will this happen?	Up to date reports will be provided to the Health & Safety Committee. Incident trends and risks pertaining to health & safety will be monitored. An annual health and safety audit will be conducted.
Who will do it?	The Directors The Head of Corporate Services and Systems The Health and Safety Advisor The Health & Safety Committee
How often	Annually as required or when circumstances change

8. Implementation and dissemination of the document

This document will be circulated to staff via a link to the storage area of the M drive within the CCG.

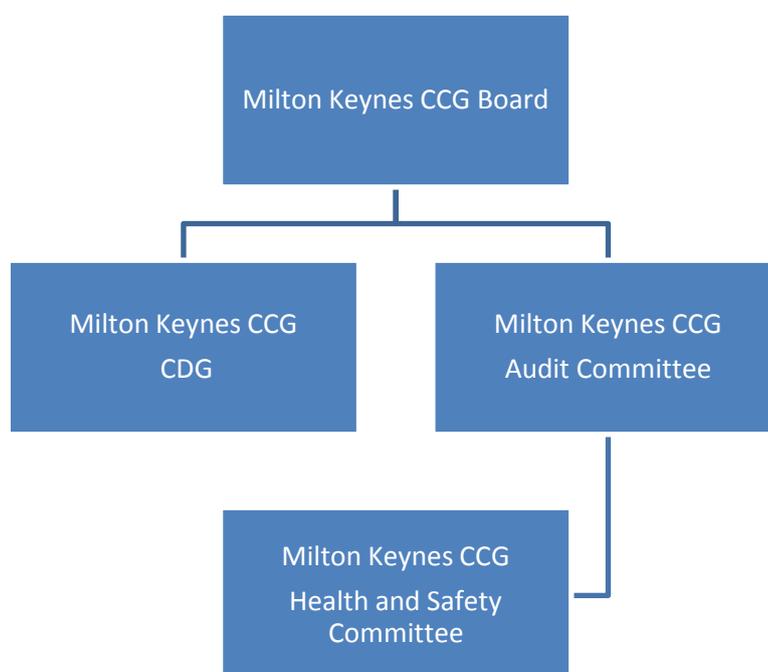
Appendix 1

NHS Milton Keynes CCG Health and Safety Committee Terms of Reference

Purpose

NHS Milton Keynes CCG Health and Safety Committee exists to ensure that effective health and safety policy, procedures and practices are in place and implemented to ensure that Milton Keynes CCG complies with health and safety legislation and directives.

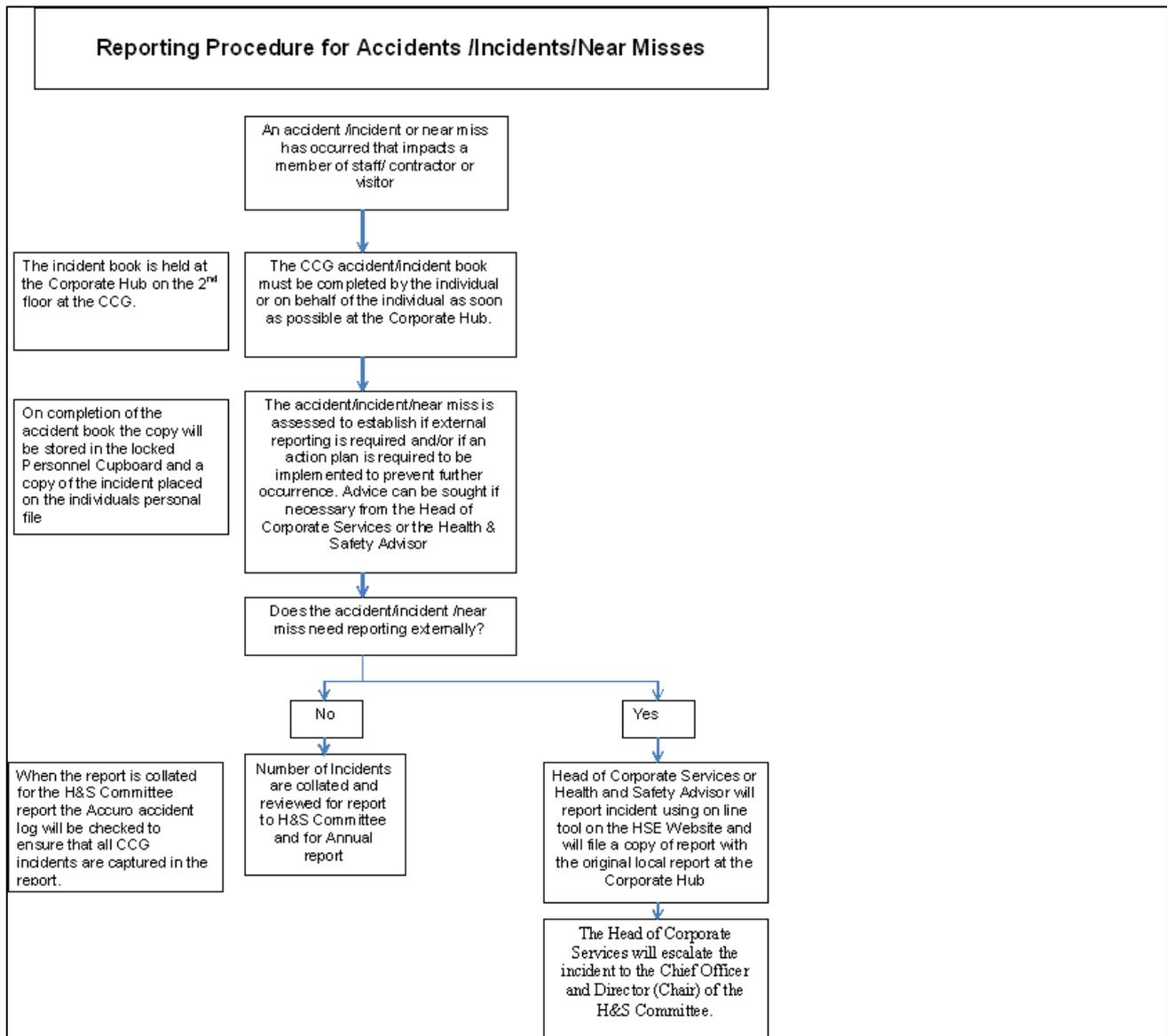
Reporting Structure



Structure	The CCG Health and Safety Committee is accountable to the Audit Committee which reports to the CCG Board
Reporting Arrangements to the Board	The Director of Nursing & Quality is accountable to the Board for the implementation and monitoring of health and safety across Milton Keynes CCG and will report all exceptions identified at the committee to the CCG Board via the CCG CDG
Duties (Responsibilities) of the Committee	<p>The H&S Committee will:</p> <ol style="list-style-type: none"> 1. Propose and consider policy changes with respect to the health, safety, and welfare of employees and other persons who may be affected by work carried out by the CCG. 2. Collate information relating to the CCGs to ensure employees concerns are brought to the attention of the health and safety committee. 3. Disseminate information that has been discussed at the health and safety committee regarding matters affecting the health and safety of employees. 4. Monitor the processes in place to ensure safe systems of work are in place and that risk assessments are undertaken which accurately reflect organisational risks. 5. Monitor the health and safety functions of the organisation including, but not restricted to:- <ul style="list-style-type: none"> • Fire • Serious Incidents • Claims • Health and Safety Training • Security 6. Assist in the development and agree an annual health and safety action plan. 7. Monitor the implementation of any local health and safety action plans. 8. Annual review of the Health and Safety Committee Terms of Reference
Membership and quorum	<p>Chair: Director of Nursing & Quality Head of Corporate Services and Systems Health and Safety Advisor CCG Employee Representation GEM Representation Accuro Representation Attain Representation Representation from other Occupants of Sherwood Place</p> <p>In order to be quorate the Chair and Health and Safety advisor plus 2 CCG employee representatives and occupant representatives must be present at meetings requiring decisions.</p>
Responsibilities of members	<p>Members will :</p> <p>Attend each meeting or provide a deputy who has the authority to act on the members behalf.</p> <p>Provide reports and information as required by the Committee</p> <p>Disseminate information from the committee to the employees and committees</p>

	with a specific health and safety function which fall within the members remit.
Information Requirements	<p>The Health and Safety Committee requires:</p> <ul style="list-style-type: none"> • Minutes and Action points from previous meetings • Specific fixed agenda reports i.e. Fire, Security, incident and training reports • Assurance reports as requested by the committee <p>The committee will also be provided with as appropriate:</p> <ul style="list-style-type: none"> • Annual Reports and Action plans • Reviewed and updated policies for ratification • Feedback on implementation of actions
Committee Arrangements	<p>The health and safety committee will take place quarterly with the option of changing the frequency to bi-annually if required. If the meeting is to be held bi-annually the Chair of the committee may convene additional meetings in-between times as required.</p> <p>The health and safety committee may invite professionals or speakers to attend meetings to present or discuss any health and safety related matters. Individuals will be given notice of their requirements to prepare and deliver reports/presentations at specific meetings.</p> <p>The agenda will be prepared 2 weeks in advance and requests made to members for any agenda items to be included.</p> <p>The papers will be circulated 1 week before the meeting; papers will only be tabled by exception.</p> <p>The minutes will be shared with the chair within 2 working days for review and to the members within 1 week of the meeting having taken place.</p> <p>The Health and Safety Committee will be provided with an administration function by the Corporate Affairs/ Partnerships, Finance, Quality & Safeguarding Team Administrator.</p> <p>The minutes will be provided to the Audit committee for review and then to the CCG Board.</p>
Monitoring Arrangements	<p>The Health and Safety Committee will carry out an annual review to ensure that:</p> <ul style="list-style-type: none"> • The agenda is suitable and sufficient • The committee structure continues to meet the needs of the organisation • Any issues with attendance are addressed • All reports from the Committee have been timely and appropriate. • The Terms of Reference are appropriate. <p>The Health and Safety committee will agree a process for addressing any shortfalls identified through this review.</p>
Review of Terms of Reference:	Annually at the beginning of each calendar year

Appendix 2 – Incident Reporting Procedure



Appendix 3 – RIDDOR Specified Injuries

The specified injuries to workers that are reportable include:

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of skin from head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Where an employee is away from work or is unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident) should be reported to the HSE as per RIDDOR.

Appendix 4 – RIDDOR Specified Occupational Diseases

Employers must report diagnosis of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include;

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent