



Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

**Reference number:** RM03

**Version number:** 5.0

**Next review date:** May 2024

## Health and Safety Policy

### Introduction

This Health and Safety Policy statement outlines the organisation and arrangements the UHB will implement to ensure compliance with the Health and Safety at Work etc. Act 1974.

### Objectives

There are a number of objectives, including:

- creating a safe work environment by undertaking the required risk assessments of the significant hazards involved in the work activities of the organisation;
- outlining where the key responsibilities lie;
- maintaining commitment of senior managers to health and safety, ensuring the management of health and safety is given at least equal importance as all other management functions;
- providing advice on the management of health and safety.

### Operational Date

May 2021

### Review Date

**Formal** – May 2024

**Informal** – May 2022

### Scope

This Policy applies to all employees and all locations across the UHB.

### Equality Impact Assessment

An equality impact assessment has been completed and no specific issues have been identified.

### Distribution

All employees via intranet, team briefings, induction and training.

### To be read by

All employees will need to be aware of the existence this Policy.

### Documents to read alongside this Policy

Includes:

- Risk Management Strategy
- Risk Management Policy
- Risk Assessment Procedure
- Incident Reporting Policy

### Approved by

Organisational Health, Safety & Fire Committee

<b>Accountable Executive / Lead Director</b> (responsible for formal review every three years)	Director of People
<b>Author / Management Lead</b> (carries out informal review annually)	Head of Health, Safety and Fire
<b>Freedom of Information Status</b>	Open
To avoid use of out of date policies please do not print and then store hard copies of this document. Out of date policies cannot be relied upon.	

### Policy Definition

A policy is a high level overall guide, which sets the boundaries within which action will take place, and should reflect the philosophy of the organisation or department.

It provides a prescribed plan for employees to follow.

### Amendment Record

If a change has been made to the document, the changes must be noted, the version number updated and the changes circulated to the appropriate colleagues.

Detail of change	Why change made?	Page number	Date of change	Version E.g. 1.0 to 1.1	Name of responsible person

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## **1. Purpose**

Section 2 of the Health and Safety at Work etc. Act 1974 requires Cwm Taf Morgannwg University Health Board (also referred to as the Health Board or UHB) as an employer to:

*“Prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.”*

This Health and Safety Policy statement outlines the organisation and arrangements the UHB will implement to ensure compliance with the Health and Safety at Work etc. Act 1974.

The University Health Board’s Health and Safety Policy will be available to employees on the Policies and Procedures webpage and the Health and Safety webpage of the intranet. For those employees who do not have access to the intranet it is the responsibility of line management to ensure that they have access to the Policy. The information will also be provided during induction to all new employees.

## **2. Policy Statement**

The Chief Executive and Board of Cwm Taf Morgannwg University Health Board are committed to the health, safety and welfare of all employees and those who may be affected by work related activities, recognising that an effective approach to the prevention of injury and loss is by the systematic identification and control of risk through the risk assessment process, the adoption of best practice in health and safety management and, where necessary, the allocation of resources.

The Health and Safety at Work etc. Act 1974 imposes requirements on both the employer and all employees. It is for management, employees and stakeholders of the UHB to work together positively to fulfil current legislation.

It is recognised that health and safety is a key responsibility for all Directors, Managers, Clinicians and employees and will be included in all job descriptions and contracts of employment. All employees have delegated responsibilities and will, as a duty of their employment, adopt effective occupational health and safety practices.

Although monitoring the effectiveness of organisational-wide health and safety policies and procedures is the responsibility of the Director of People, all Directors are accountable for the implementation of corporate policies

and procedures and the development of supporting local policies and procedures.

To ensure the effective implementation and promotion of the Policy, training and necessary information will be made available, as far as is reasonably practicable, to accord with individual need.

This Policy complements the Risk Management Strategy and Policy and applies to all premises and employees of the UHB.

This Policy statement will be complemented by associated systems, policies, procedures, web pages, guidelines and documentation.

### **3. Principles**

Cwm Taf Morgannwg University Health Board, through its Chief Executive, will ensure:

- that it creates a safe work environment by undertaking the required risk assessments of the significant hazards involved in its work activities, implementing the identified control measures and providing relevant health and safety training for all its employees based on safe working practice and legislation;
- the Board supports the development of appropriate organisational structures and a culture, which encourages risk control and secures the full participation of everyone;
- the commitment of senior managers to workplace health and safety is maintained, ensuring the management of workplace health and safety is given at least equal importance as all other management functions;
- that it maintains, improves, monitors and reviews the effectiveness of this Health and Safety Policy, its organisation and arrangements at least annually;
- the provision of a suitably resourced health and safety function meets the requirements of legislation, given the authority required to act as the “competent person”, providing the assistance the organisation requires to comply with current health and safety provisions. All employees specifically appointed to assist in the provision of health and safety advice or support will be provided with the necessary time, health and safety training / qualifications or special expertise to ensure they can carry out their duties;

- that it provides and supports an Occupational Health and Wellbeing Service and the provision of other such Departments that meet the requirements of legislation;
- it will establish and maintain an effective Organisational Health, Safety & Fire Committee structure, which meets the requirements of legislation and the needs of the organisation and its employees;
- it will promote effective cooperation and communication between management and employees;
- it will provide the facilities, resources and time to enable managers and employee representatives to carry out their tasks and duties;
- there is a formal delegation of health, safety and welfare duties and responsibilities to Integrated Locality, Service Group and Departmental Management Teams;
- the effective control of contractors who may come onto UHB premises, ensuring such contractors are competent;
- this Policy is brought to the attention of all employees.

## 4. Scope

This Policy is applicable to all:

- persons entering or working in any area, building or vehicle that is the property of, or is under the control, of the organisation, including volunteers;
- articles and substances stored or used in any premises, or transported in or on any vehicle, that is the property of, or is under the control of the organisation;
- employees who are, or may be, required to perform their duties outside any premises that is the property of, or is not under the control of, the organisation.

### 4.1 Definitions

**Code of practice:** a systematic collection of rules, standards and other information relating to the practices and procedures followed in an area.

**Control measures:** ways of preventing or minimising a person's exposure to a hazard.

**Hazard:** the potential to cause harm.

**Hierarchy of controls:** ranking of measures taken to prevent or reduce hazard exposure according to effectiveness, from the most effective measures that eliminate hazards to the least satisfactory that achieve only limited protection.

**Health surveillance:** a process involving a range of strategies and methods used to systematically detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

This would involve monitoring (including biological monitoring or medical examination) of a person in relation to the person's exposure to a hazardous substance. Surveillance is for the purpose of identifying changes in health status due to exposure. In other words: watching out for early signs of work-related ill health in employees exposed to certain health risks.

Methods can be simple or more complex depending on the risks to employees from the hazards of the job.

**Health records:** where any health information is written, such as lung function tests, records have to be kept for a minimum of 40 years. These are kept by the Occupational Health and Wellbeing Department.

**Risk management:** is the assessment, analysis and management of risks. It is simply a way of recognising which events (hazards) may lead to harm in the future, and minimising their likelihood of occurrence (how often?) and consequence(s) (how bad).

## **5. Legislative and NHS Requirements**

The Corporate Manslaughter and Corporate Homicide Act 2007 means that organisations can now be held criminally liable in the event of a death on their workplace. The offence builds on the responsibilities that employers and organisations already owe to their employees. This Act reinforces the paramount importance of health and safety systems being adhered to and implemented within the UHB and this will be addressed through training for all members of UHB staff including Senior Managers and the Board.

The Board and Senior Managers have responsibilities and accountabilities under this Act and again awareness of this will be reinforced through training. The UHB needs to continue to adopt a strong health and safety

culture within the organisation with Senior Managers and Board members acting as ambassadors for both health and safety and risk management. Consequences associated with this Act include unlimited fines, negative publicity and corporate manslaughter charges.

## **6. Procedure**

### **6.1 Procedures**

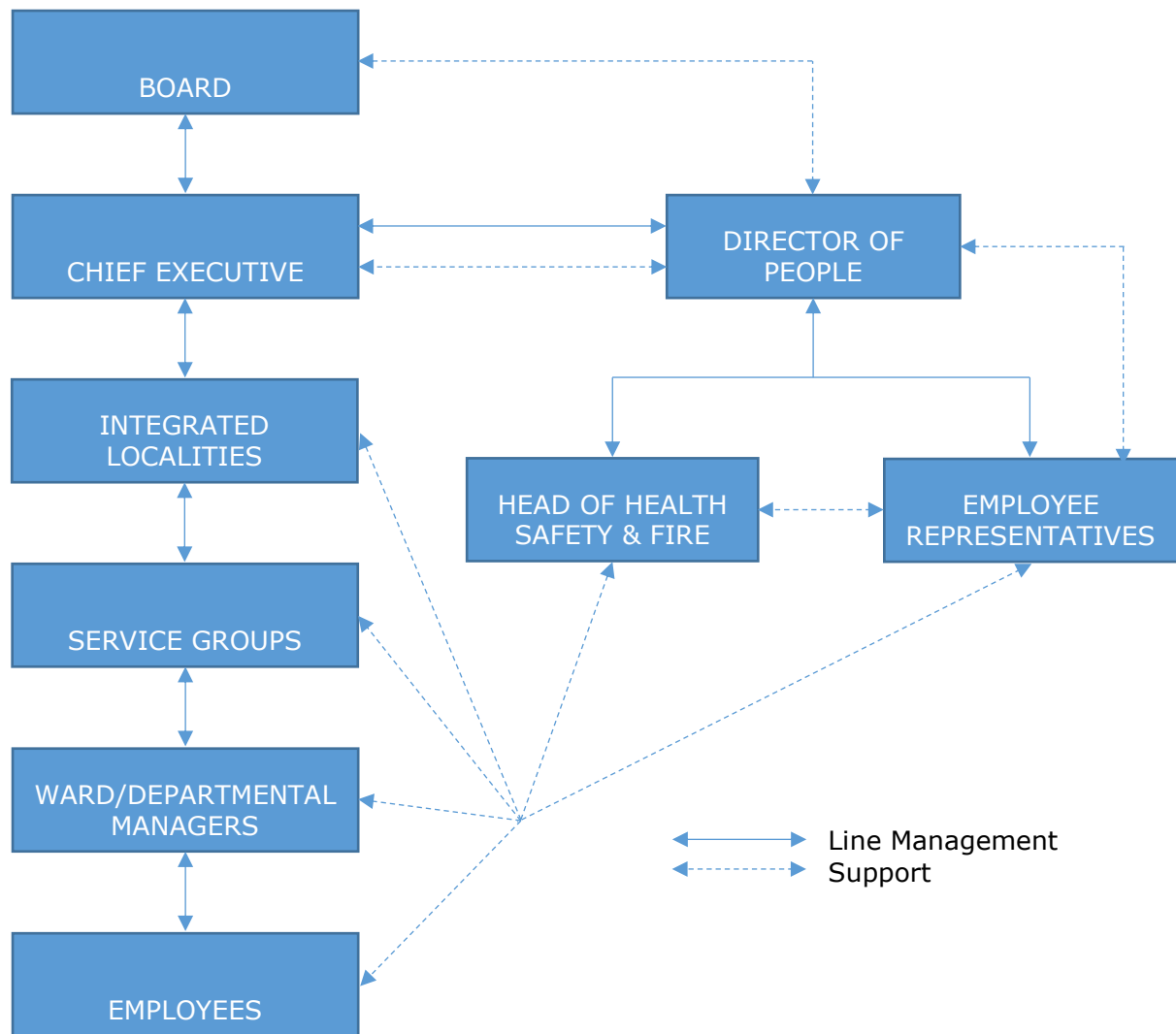
This Policy will be supported by a number of procedures that collectively will make up the UHB's health and safety management system. These procedures can be located on the Health and Safety intranet page. In due course the information contained in the procedures will be developed into interactive web pages to enable straightforward access to that information.

### **6.2 Communication**

The UHB will endeavour to communicate to employees its commitment to safety and to ensure that employees are familiar with the content of the Health and Safety Policy. This communication will be in the form of directives, statements, team briefings and by example. In addition, the following diagram illustrates the channel for raising health and safety issues through the UHB's management structure.



## Health & safety Management Structure



N.B. Members of staff can always consult with the Health, Safety and Fire Team and/or the Occupational Health and Wellbeing Department and their recognised health and safety representative who, as a the last resort, could seek advice from the Health and Safety Executive.

### 6.3 Provision of Information

Health and safety information is held within the UHB and is available to appropriate personnel, for reference, e.g. statutory instruments, Approved Codes of Practice and Health Service Advisory Committee Guidance Publications. Health and safety documents appropriate only to specific work areas are held within the appropriate localities or sites.

Line Managers and Clinicians will be responsible for informing their employees about the:

- hazards identified by risk assessment;
- preventive and protective measures being taken;
- Health and Safety Policy, supporting policies and procedures;
- need to use hazard warnings in some instances where hazards are identified.

On occasions where employees are required to work within areas that are unfamiliar to them, they must be provided with any relevant information or rules applicable to the area. These employees should also be provided with any instruction and supervision necessary to ensure their safety, and the safety of any other persons who may be affected by their acts or omissions.

Where equipment, which may have been contaminated by hazardous substances, is to be repaired or serviced, on or off site, by employees or contractors, clearance certificates must be issued. Further guidance can be found in the UHB's policies concerning decontamination.

Where hazardous substances are transported under the control of the UHB, these must be packaged and labelled as required by current legislation. Drivers of vehicles transporting such materials must be provided with health and safety information appropriate to the substances carried, and sign to indicate that they understand the procedures to be followed. Written clear instructions on emergency procedures must be carried in or on the vehicle.

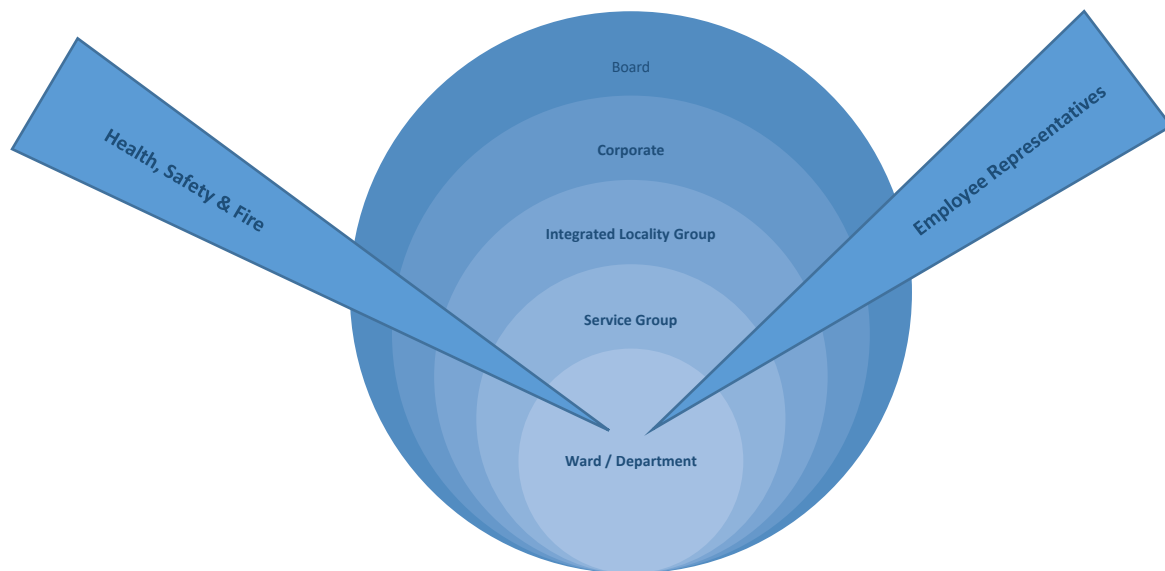
## **6.4 Partnership Working**

Health and safety management does not exist in isolation and is one of the enabling systems within governance frameworks. The management processes must continue to enable the UHB to identify unacceptable risks, these can be minimised to ensure high quality care for patients and safe working environments.

To facilitate this, the UHB must work with employees at all levels internally, safety representatives, external partners including Police, community partnerships, Local Government including Social Services. The UHB will also need to build on the success of its relationship with external organisations and agencies such as: Healthcare Inspectorate Wales; Health and Safety Executive; Local Authorities; Environmental Health; Welsh Risk Pool and Welsh Government.

## 6.5 Organisational Health, Safety and Fire Committee

The Health Board believes communication between staff at all levels is an essential part of effective health and safety management. As part of the working in partnership arrangements of the organisation consultation will be facilitated by means of committee meetings and consultation processes. The following diagram illustrates the Health, Safety & Fire Committee structure.



Under Section 2(7) of the Health and Safety at Work etc. Act, safety committees have the function of keeping under review the measures taken to ensure the health and safety at work of employees. In order to carry out this function safety committees shall work within agreed objectives and terms of reference. Refer to the Terms of Reference for the Organisational Health, Safety & Fire Committee for membership and objectives.

## 6.6 Contractors and Contracted Services

Before contracts are finalised, the competence of contractors will be assessed in relation to health and safety as detailed in the UHB's Control of Contractors Policies.

On occasions where contractors are required to work within areas that are unfamiliar to them, they must be provided with any relevant information or rules applicable to the area. They should also be provided with any instruction and supervision necessary to ensure their safety, and the safety of any other persons who may be affected by their acts or omissions.

## 6.7 Incident Reporting and Investigation

Detailed guidance on the reporting of incidents is contained in the Incident Reporting Policy, Procedure and accompanying guidance and documentation.

## 6.8 Review and Monitoring

Health and safety is subject to both external and internal monitoring.

The **Director of People** will arrange for regular review of all policies, procedures and training programmes. Annual and quarterly reports will be provided to the respective Committees and UHB Board.

External monitoring is undertaken to include, for example: specialist audits within Radiology and Pathology.

The Director of People will be expected to develop effective monitoring systems for health and safety performance in accordance with UHB monitoring requirements. The aim is to reduce incidents through risk assessment and training.

Compliance monitoring is the duty of each Locality, Service Group and/or Departmental Manager who will ensure that it will include:

- checks of all plant, machines and all medical and general equipment to ensure its safety;
- monitoring contracted work to ensure that it is of a specified nature and to ensure compliance with the UHB's health and safety policies and procedures;
- recording and monitoring all maintenance work;
- an annual review of health and safety arrangements and periodic audits, to be conducted in conjunction with the Health, Safety and Fire Department.

Statistics will be obtained via the Datix incident reporting system and reported through the agreed reporting arrangement to respective committees. The data will then form part of the UHB and Directorate / Locality action plans, which Directorates and Localities can access directly.

## **7 Training Implications**

The UHB recognises the importance of training and it is the responsibility of each Responsible Manager to identify training needs. Mandatory and statutory training programmes have been established, which are reviewed on a regular basis.

All employees, particularly new employees, must be included in appropriate training programmes, and risks specific to the department and/or area, must be assessed for training requirements. All new employees will receive, as part of their induction training, instruction on:

- general health and safety requirements and information;
- departmental specific health and safety requirements and information.

All employees must be made available, at various times throughout their employment to attend further statutory and/or mandatory in-service training provided by appropriate persons from within the UHB, or if necessary by personnel contracted to provide specific specialised training. Training specific to individual tasks within departments is provided within that department by senior members of staff. Individual records of all levels of health and safety training provided for an employee must be documented within ESR and also retained within their department for inspection (with copies in their personal file).

## **8 Policy Review and Monitoring**

### **8.1 Policy Review**

This Policy will be audited, monitored and reviewed on at least a three yearly basis or sooner if legislative or operational changes require.

### **8.2 Audit**

An audit of the application of the Policy may be undertaken via the following mechanisms, for example:

- monitoring of the incident reporting system;
- monitoring of the complaints and claims system;
- annual self assessment against the Standards for Health Services;
- specific audits.

## **9 Responsibilities**

### **9.1 Organisation of Safety Arrangements and General Responsibilities**

It is essential that the Health Board determines the organisational arrangements and responsibilities for ensuring safe working practices. It is a requirement that all employees must understand to enable them to fulfil their responsibilities.

The Health and Safety Policy involves all levels of employee in the pursuit of effective implementation. In the context of this Policy, responsibility for health and safety applies to all premises where UHB employees work.

### **9.2 Employers**

It is the responsibility of the employer to provide:

- and maintain safe and healthy working conditions so far as is reasonably practicable, taking into account of any statutory requirements;
- sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety at work.

### **9.3 Employees**

All employees within the UHB have an individual responsibility for ensuring that UHB policies and standards are adhered to and that the health and safety arrangements set out in this Policy are effective. Under these provisions disciplinary action may be taken against any employee whose working practices show wilful disregard for safe methods of working. An employee may be summarily dismissed where total disregard for safe working practices seriously jeopardises the health, safety and wellbeing of themselves or of others who may be affected by their actions. In addition, the Health Board and individual employees may be subject to prosecution under the Health and Safety at Work etc Act 1974.

Whilst at work the duties of all employees include:

- taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do;

- cooperating with the UHB (their Line Manager) on health and safety and in meeting any requirements of the law;
- fully complying with all safety procedures, safe systems of work and approved codes of practice pertaining to work activities;
- carrying out user checks on plant and equipment within your control and immediately reporting all observed defects or potential hazards to your Supervisor or Manager;
- reporting incidents that have lead or may lead to injury or damage;
- assisting in the investigation of incidents and completing reports with the objective of preventing recurrence; any employee required to provide a statement has the right to be accompanied by an employee representative, a colleague or friend;
- participating in health and safety training;
- correctly using work items provided by the UHB, including handling aids and equipment and personal protective equipment, in accordance with training, professional code of conduct or instructions;
- observing the UHB Employment Policies allied to safety, Occupational Health and Infection Control;
- not interfering with or misusing anything provided for their health, safety or welfare;
- following **GENERAL SAFETY RULES:**
  - all employees should be aware of, respect and adhere to the rules and procedures covered in this policy statement;
  - all employees shall immediately report any unsafe practice or condition to their line manager;
  - any person under the influence of medication, alcohol or drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job;
  - horseplay, practical joking or any acts, which might jeopardise the health and safety of any other person, are strictly forbidden;
  - employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties;
  - no employee should undertake a job until they have received adequate safety instruction, deemed competent and have been authorised to carry out the task;
  - all waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others;

- no employee should undertake a job that appears unsafe;
- all injuries and near misses must be reported to the appropriate manager;
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Supervisor;
- work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while lifting equipment;
- no employees shall use chemicals without the knowledge required for working with those chemicals safely;
- suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate;
- employees must ensure that their own vehicles are maintained and appropriately insured if required for driving on official business, and they adhere to all Road Safety Regulations. Hand held mobiles phones must not be used when driving.
- windows and doors must be checked and locked by staff prior to leaving departments;
- unless specified otherwise in the departmental policy, identification badges must be worn at all times.

#### **9.4 Board**

It is the responsibility of the Board to ensure the UHB meets legal obligations under current statutory and mandatory requirements, and to ensure adequate resources are available to meet the UHB's requirements. The UHB Board is also responsible for periodically reviewing the effectiveness of the policy and personnel under their control to whom responsibilities have been assigned.

The following describes the responsibilities of key roles in the organisation:

#### **9.5 Executive Board**

The Board Secretary / Corporate Director will ensure that the Board is notified of relevant issues and receives appropriate reports.



## **9.6 Chief Executive**

The Chief Executive has overall responsibility for health and safety, and ensures that Directors and Managers accept and can demonstrate a commitment to health and safety. The Chief Executive will ensure that:

- measures for implementing the UHB's Policy are established and maintained;
- the Policy is kept under review;
- a Health and Safety Plan is produced, taking account of ILG plans;
- policies and procedures are developed to meet relevant legislation, including systems for monitoring and controlling performance and setting objectives;
- competent advice and support will be provided at the strategic, corporate and operational levels;
- so far as is reasonably practicable adequate resources will be provided to meet the requirements;
- there is the provision and maintenance of:
  - safe and healthy place of work and working environment;
  - safe plant, equipment and working systems;
  - safe labelling, handling, transport and storage of materials and substances;
  - information, instruction, training and supervision;
  - adequate welfare facilities;
  - there is an effective incident reporting system, and provision of information on trends etc;
  - the effective notification and management of Hazard Warning Notices;
  - the recognition of employee representatives and the provision of sufficient facilities, training and time needed to enable them to carry out their roles and functions;
  - consultation with recognised employee representatives on health and safety matters.

## **9.7 Executive Directors**

Will ensure that:

- the prevention of ill health and injury to staff and patients is given a high priority in the overall management of the UHB;
- adequate equipment and suitable and sufficient training is made available to enable compliance with statutory requirements.

## **9.8 Nominated Director**

As the Director nominated with specific responsibility for health and safety the Director of People will:

- promote a healthy, safe environment;
- ensure that health and safety is given a sufficiently high profile to maintain a culture which encourages effective health and safety management;
- support the Chief Executive in relation to the infrastructure and the corporate responsibilities;
- ensure that risk assessment and control measures are coordinated throughout the organisation;
- ensure that the performance of health and safety is monitored as per the requirements of this Policy and the results of such monitoring are communicated to the Chief Executive and Health, Safety and Fire Committee;
- ensure that the philosophy of accident and ill health reduction by healthy lifestyle and good working techniques is promoted throughout the UHB.
- develop policies and procedures and coordinate health and safety plans of action;
- collate information received to advise on new legislation, rules and trends in health and safety;
- provide advice and assistance on the development of policies and annual health and safety plans;
- audit compliance with health and safety policies and statutory requirements;
- coordinate and monitor health and safety management arrangements;
- receive, record and analyse non patient incident investigation reports, safe working practices and site inspection reports;
- coordinate statutory reporting;
- coordinate the control of substances hazardous to health;
- maintain a library of legislation and Statutory Instruments relating to health, safety and welfare;
- liaise with Localities, Human Resources and Occupational Health and Wellbeing to assess training needs and to assist in the design and provision of training;
- coordinate the production of the annual Workplace Safety and Health Development Plan;
- coordinate the review of health and safety policies and/or procedures.

## **9.9 Director of People**

Will ensure that an Occupational Health Service is available to advise on matters relating to the protection of employees from the hazards in the workplace and those, which may affect employees and will:

- carry out pre-employment screening and advise managers and the employee on pre-existing conditions at recruitment, in accordance with the recruitment and selection policies;
- provide early advice and counselling to individuals following injury or ill health and manage the rehabilitation process;
- participate in employee education and promotion of adherence to, health and safety legislation;
- carry out health surveillance of in-service employees and others, such as work experience placements and students;
- assist in the evaluation of control measures;
- provide assistance in the risk assessment process;
- assess specific work activities involving exposure to biological agents and the immunity of employees;
- carry out health promotion and education in the workplace;
- promote compliance with health and safety legislation, in liaison with Managers, Safety Advisors and Health Promotion Services;
- assess the health requirements of particular jobs through knowledge of the workplace hazards and risks;
- investigate cases of work related ill health and absences to enable action to be taken to prevent similar problems occurring again and provide support and advice to employees with work related problems;
- where appropriate, report occupational ill health to the Health and Safety Executive;
- coordinate training arrangements.

## **9.10 Directors**

Directors are accountable to the Chief Executive for ensuring the health, safety and welfare of employees or others affected by their acts or omissions and shall, as far as is reasonably practicable, ensure compliance with statutory legislation and corresponding Approved Codes of Practice.

## **9.11 Chief Operating Officer**

The Chief Operating Officer (COO) is accountable for ensuring the effective management of workplace safety and health within the Health Boards policies and procedures. The COO may decide to

delegate this responsibility to the Assistant Directors at his discretion.

### **9.12 Integrated Locality Groups**

They are accountable to the Chief Operating Officer for ensuring the health, safety and welfare of employees or others affected by their acts or omissions and shall, as far as is reasonably practicable, ensure compliance with statutory legislation and corresponding Approved Codes of Practice. This includes responsibility for the health and safety of all persons (including visitors and contractors) within their area of responsibility.

They are responsible for the coordination of health and safety, whether they undertake this personally or designate employees to assist them, and are responsible for ensuring that:

- health and safety performance is incorporated within Integrated Governance Group meetings;
- any potential health and safety risks beyond their immediate control, and which could affect employees over which they have authority, are escalated for action;
- identified hazards which cannot be readily eliminated or controlled and which are beyond their immediate control are escalated;
- responsible managers are aware of their responsibilities and are set objectives via the Performance Management Systems;
- preventative action is taken where an immediate threat to life or injury is identified, including stopping work;
- all new chemicals, materials, equipment and practices are fully risk assessed prior to being introduced;
- job descriptions, training and induction programs are fully up to date and include current health and safety responsibilities and requirements;
- departmental risk assessments are completed, indexed, prioritised, action plans implemented and entered onto Datix Risk;
- incident reports are examined and measures taken to eliminate or control hazards;
- information to ensure the health, safety and welfare of all employees under their control and others who may be affected is provided;
- hazard warnings etc. are circulated to Heads of Departments and the required action taken;

- departmental managers control the working environment and formulate, maintain, enforce and review safe working practices, including those of contractors;
- working conditions are kept under review to identify potential hazards and necessary action is taken;
- health and safety procedures, performance and standards are audited;
- internal monitoring procedures are completed by Responsible Managers;
- employee representatives and others are liaised with in order to promote cooperation and an understanding of hazards and safe working practices;
- visitors are aware of possible risks, are suitably protected and comply with local safety rules and procedures.

### **9.13 Head of Health, Safety and Fire**

The primary role of the Head of Health, Safety and Fire is to:

- act as the competent person to advise the Health Board of necessary actions and controls for the management of health and safety;
- support and advise the health and safety work of the Health Board and its management units and others as necessary on matters of Legislation, approved codes of practice, standards and guidance;
- represent the Health Board during inspections with the Health and Safety Executive and other enforcing bodies as appropriate;
- direct and lead the Health and Safety Team (including manual handling, fire safety, personal safety) to ensure best practice is achieved throughout the Health Board;
- assist in the management of Health and Safety through the preparation of relevant UHB-wide policies and procedures;
- co-ordinate and undertake a full range of internally developed and Nationally accredited training programmes to meet the UHB's mandatory requirements;
- ensure that statistical information is available on health and safety performance and interpret such information in order to evolve action plans in co-ordination with Management to improve or maintain standards

#### **9.13.1 Health and Safety Coordinators**

Coordinators are responsible for supporting the implementation of health and safety through coordinating

Locality wide activities and are specifically responsible for:

- coordinating the provision of advice on all matters associated with health and safety;
- coordinating and delivering health and safety related training;
- coordinating the production of the annual Locality health and safety plan;
- monitoring the implementation of the UHB's Health and Safety Plan by Responsible Managers;
- providing regular reports on the effectiveness of health and safety management throughout the Locality;
- attendance at health and safety meetings;
- assisting, where necessary, in the investigation of incidents, follow up required action and the collation of reports to the Locality Governance Group;
- coordinating plans in response to UHB policies;
- collating information received on new legislation, rules and trends in health and safety;
- undertaking audit of compliance with health and safety policies and statutory requirements;
- auditing Locality safety procedures and systems of work;
- coordinating and monitoring health and safety organisation and arrangements;
- disseminating hazard notices and safety action bulletins;
- coordinating the control of substances hazardous to health e.g. generation of COSHH assessments;
- maintaining a library of legislation and statutory instruments relating to health, safety and welfare;
- liaising with the Health, Safety and Fire Team, Workforce and Organisational Development and Occupational Health and Wellbeing departments;
- assisting in the design, provision and evaluation of health and safety training;
- coordinating the annual review of the Locality health and safety policies and procedures.

### 9.13.2 Specialist Advisors

The following personnel are available to provide help and guidance on specialist health and safety matters as required and appropriate:

Topic Area	Advisory Service
Health and Safety	Health and Safety Department
Manual Handling	Manual Handling Adviser
Violence and Aggression	Health and Safety Department
Fire Safety	Health and Safety Department
Infection Control	Control of Infection Team
Occupational Health	Occupational Health Adviser
Risk Management	Patient Experience Manager
Waste Management	Estates Manager
Ionising Radiation	Radiation Protection Adviser
Non-Ionising Radiation	Radiation Protection Adviser
Medical Devices	Medical Devices Co-ordinator
Security	Estates Manager
Energy management	Estates Manager
Transport	Estates Manager
Asbestos	Estates Manager
Water Management	Estates Manager

In addition, employee representatives are available and specialist advice will be obtained and provided when required.

### 9.14 Responsible Managers

Each responsible manager is responsible for the health and safety of all persons (including visitors and contractors) within their area of responsibility and are responsible for ensuring that:

- employees under their control are informed of any specific hazards involved in their work or in articles or substances used by them;
- written job instructions, warning notices and signs are provided where necessary;
- the training needs of employees are identified and incorporated within their PDR plans;
- safety rules, procedures, systems of work and the wearing and use of safety clothing (PPE), equipment and appliances are observed;
- safe working methods are introduced, practiced and monitored at all times;
- all equipment is safe and checks by the user and/or technical specialist are appropriately logged and documented;

- all incidents are reported and investigated in order to determine the cause, required corrective action is taken and notifications made to health and safety representatives;
- any potential health and safety risks beyond their immediate control, and which could affect the employees over which they have authority, are reported to the appropriate Senior Manager for action;
- information on health and safety problems within the department are issued and communicated, health and safety topics are included on the agenda of departmental meetings;
- risk assessments are undertaken and safety procedures developed to control or eliminate risk. These must at all times be communicated to employees;
- risk assessments, safe working practices and site inspection reports are collated and indexed;
- they make necessary referrals to Occupational Health if a risk assessment reveals it is necessary, eg. for health surveillance requirements, as a follow up of a work related injury or ill health episode;
- checks are made for the wellbeing of anyone working alone;
- training needs are identified and communicated, training and induction programmes are set up and implemented for all employees within the department;
- internal monitoring procedures are documented and the results communicated appropriately;
- equipment is not connected to the power supply unless it has been checked by the Estates department;
- appropriate advice is taken when assessing the suitability to offer a work experience placement, which would include consideration of any health surveillance requirement and/or the exclusion of activities which involve contact with hazardous substances in order to minimise risk;
- the disciplinary procedure is applied where employees chose to ignore safety practices.

### **9.15 Employee Representatives**

To promote active participation in health and safety at all levels within the organisation, the Board positively encourages employees to take on responsibilities as Health and Safety Representatives.

Safety Representatives can only be appointed by recognised Unions/staff organisations. Each organisation is required to notify the Human Resources department of appointed Health and Safety Representatives and of the group(s) of staff and workplace (s) that they represent.



Time off with pay is granted to representatives for the carrying out of their duties during working hours and to attend appropriate Health and Safety meetings etc.

### **9.16 Health, Safety and Fire Sub Committee**

The UHB will maintain and develop a Health, Safety and Fire Committee structure that reflects the size and complexity of the organisation.

Its main duties are to:

- ensure that effective partnership working arrangements are maintained between Management and Employee Health and Safety Representatives;
- review and monitor risks, incidents lessons learnt etc. as they affect general UHB matters;
- develop, use and maintain key performance indicators;
- develop, maintain and implement the Health and Safety Improvement plan;
- review UHB-wide policies;
- receive Health and Safety management reports from relevant groups

## **10 Retention or Archiving**

In cases of complaints or claims and other legal processes it is often necessary to demonstrate the policy in place at the time of the investigation or incident. The Corporate Director / Board Secretary must therefore ensure that copies of policies and procedures are archived and stored in line with the UHB's Records Management Strategy and are made available for reference purposes should the situation arise.

## **11 Non Conformance**

There is a requirement of all employees to comply with the provisions of this Policy and, where requested, to demonstrate such compliance. Failure to comply will be dealt with in accordance with the appropriate UHB Workforce and Organisational Development policy.

## **12 References**

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Managing for Health and Safety (HSE 2013)
- Directors ` responsibilities for health and safety (HSE INDG 343)
- Health Inspectorate Wales Standard 22 – Managing Risk and Health and Safety
- NHS Wales Governance E-Manual
- All Wales NHS Manual Handling and Passport Training and Information Scheme
- All Wales NHS Violence and Aggression Passport Training and Information Scheme
- Health and Safety (Consultation with Employees) Regulations 1996
- Safety Representatives and Safety Committee Regulations 1977
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

## **CTMUHB HEALTH AND SAFETY POLICIES**

CTMUHB Policies with a potential health and safety content (non-exhaustive list) may be found on the:

- Corporate/Non-Clinical policy section of the UHB Intranet;
- On the Health and Safety department website.