



HEALTH AND SAFETY POLICY NEE/CCG/2013/003

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| Brief Description (max 50 words) | This policy sets out the principles by which the North East Essex Clinical Commissioning Group (NEE CCG) will develop, manage and review the management of health and safety across the organisation. |
| Target Audience | Board members, sub-committee members and all staff working for, or on behalf of, the CCG |
| Action Required | Following approval the General Statement of Health and Safety Policy must be signed by the Accountable Officer on behalf of the Board. The Chief Operating Officer will ensure that the revised policy is circulated to all staff and confirm the requirement with chairs of sub-committees and the CCG executives. |

Document Information

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| Title /Version Number/(Date) | Health and Safety Policy/ Version 3.2/ March 2016 |
| Document Status (for information/ action etc)and timescale | For implementation |
| Accountable Executive | Chief Operating Officer |
| Responsible Post holder/Policy Owner | Corporate Business Manager |
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| Author | Corporate Business Manager |
| Stakeholders engaged in development or review | |
| Equality Impact Assessment | EQUALITY IMPACT ASSESSMENT This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable to the Board, every member of staff within the CCG irrespective of their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage or civil partnership, and those who work on behalf of the CCG |
| Contact details for further information | Corporate Business Manager – 01206 286856 |

Amendment History

| Version | Date | Reviewer Name(s) | Comments |
|---------|---------------|------------------|---|
| 3.0 | February 2016 | Angie Roberts | No significant amendments made. Appendices removed that are no longer relevant. |
| 3.1 | March 2016 | Emma Seabrook | Wording amended within 5.13.2 to show it is a recommendation. |
| 3.2 | July 2016 | Angie Roberts | Updated following move to Aspen House |

This policy progresses the following Authorisation Domains and Equality Delivery System (tick all relevant boxes).

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|--------------------------------|---|--------------------------------------|---|
| Clear and Credible Plan | ✓ | Collaborative Arrangements | ✓ |
| Clinical Focus and Added Value | | Engagement with Patients/Communities | |
| Commissioning processes | | Leadership Capacity and Capability | ✓ |
| Equality Delivery System | | NHS Constitution ref | |

Associated Policy Documents

| Reference | Title |
|------------------|----------------------------------|
| NEE/CCG/2013/004 | Lone Worker Policy |
| NEE/CCG/2013/005 | Driving at Work |
| NEE/CCG/2013/011 | Manual Handling |
| NEE/CCG/2013/006 | COSHH Guidance & Risk Assessment |
| NEE/CCG/2013/008 | Working from Home |
| NEE/CCG/2013/009 | New & Expectant Mothers |
| NEE/CCG/2013/007 | First Aid at Work |
| NEE/CCG/2013/010 | Display Screen Equipment |
| NEE/CCG/2013/012 | Violence & Aggression |

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GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Accountable Officer and the Board of North East Essex Clinical Commissioning Group (NEE CCG), recognise the need for the development of effective Health and Safety management. The CCG policy is to comply with relevant legislation as a minimum, and exceed this wherever possible to improve the health, safety and wellbeing of any person (staff, visitor, agency worker or contractor) who may be affected by the CCG activities.

Systems will be put in place, which will allow the CCG to maintain, monitor and, where necessary, improve its safety performance.

A robust health and safety culture and operational system will be maintained by ensuring that, in so far as is reasonably practicable:

- Adequate resources (financial and physical) to maintain and improve health and safety, are provided
- Activities are risk assessed and those assessments reviewed as necessary
- All systems of work are safe and without unnecessary risks to health and safety
- Systems of work for the safe use, handling, storage and transportation of articles and substances are provided and maintained
- Suitable and sufficient information, instruction, training and supervision are provided for all staff, to ensure their competence
- A safe working environment is provided, along with adequate welfare arrangements and facilities
- Employees and Union Representatives are consulted on matters that affect their health, safety and welfare
- Contractors undertaking work on behalf of the CCG, are competent to do so
- Advice, support and guidance will be provided across the CCG

This policy will be brought to the attention of all employees, contractors and made available to the general public and regulatory authorities.

This Policy will be reviewed annually and following any changes in legislation

Signature of Accountable Officer:

Printed Name: Sam Hepplewhite Date: 2016

1. Introduction

This document is issued in accordance with the Health and Safety at Work Act 1974, section 2(3), and current EU Regulations. It states the CCGs policy with respect to the health and safety at work of all its employees, employees of other organisations working within the CCG as part of the partnership arrangements, contractors of services (including seconded), locum, bank and agency staff, volunteers and members of the public.

In addition, it defines the main functions and responsibilities of those involved in implementing the policy. This document will be brought to the attention of every employee. It should be read carefully and its principles adhered to.

2. Purpose

The purpose of this policy is:

- To provide a healthy and safe environment for all staff, patients, contractors, volunteers and members of the public through the adoption of the CCG Health and Safety Policy
- To ensure the CCG complies with all related health and safety legislation
- To operate a system where the CCG is able to demonstrate, openly and effectively, the development and achievement of optimum health and safety standards and codes of practice

3. Scope

This policy and guidance is applicable without exception to all staff working within **NEE CCG** whether directly or indirectly employed.

4. Organisation for Health & Safety Management – Duties of the Organisation

4.1 Overview

NEE CCG recognises that the corporate responsibility for health and safety risk management lies with the Senior Executives who are charged with managing business affairs. The Health and Safety at Work etc. Act 1974 states that ultimate responsibility for all health and safety matters rests with the Accountable Officer as employing officer. The day-to-day responsibility for discharging these duties devolves through Directors, Managers and Supervisors to each employee, as detailed below.

4.2 The CCG Board

The CCG Board is responsible for the overall management of health and safety within the Trust. It is responsible for providing health and safety leadership; ensuring all Trust decisions reflect the intentions laid down in this policy; and monitoring the implementation of this policy.

Each Executive Director of the Board has responsibilities with regard to implementing this policy in their service area. These responsibilities are listed below. In addition, individual Executive Directors of the Board have strategic health and safety responsibilities, which are also described below.

4.3 Accountable Officer

The Accountable Officer has overall responsibility for ensuring that the CCG complies with the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation.

The Accountable Officer also has responsibility for:

- Ensuring that adequate resources are available to implement the Health and Safety Policy
- Ensuring that health and safety performance is regularly reviewed at Board level
- Monitoring the effectiveness of the Health and Safety Policy
- Ensuring that this policy is reviewed at least annually, and
- Ensuring that the Operational Executive Committee is appropriately informed of any immediate concerns or changes in legislation that could impact on the organisation.

4.4 Chief Operating Officer

This Chief Operating Officer has been nominated as the member of the Board responsible for the overall co-ordination and monitoring of the implementation of this policy in the CCG. Particular responsibilities include ensuring:

- The CCG Health and Safety Policy reflects current priorities and is monitored, reviewed and revised as necessary
- There is an effective organisation, with clearly defined responsibilities, and arrangements for implementing the policy
- The CCG Board Members and Managers of the CCG are provided with competent health, safety and welfare advice to assist with the provision of protective and preventive measures and the implementation of health and safety legislation
- There are arrangements for consulting with trade union or employees' safety representatives via the Operational Executive Committee / and or the Quality Committee.
- Systems are in place for identifying competencies to manage health and safety and meeting any competency requirements
- Arrangements are in place for monitoring the implementation of the policy

- The effective co-ordination of health, safety and welfare both within and between directorates so that the implementation of the policy is consistent with the ethos of the Board.
- Significant health and safety issues which cannot be resolved are raised with the Accountable Officer

4.5 Directors

Directors and Assistant Directors will support the Accountable Officer and carry direct responsibility for the implementation of Health & Safety related policies. They will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare in their areas of control.

Directors and Assistant Directors shall

- Monitor and evaluate the health & safety performance in areas under their control, paying particular attention to safety inspections, training, accident statistics and action plans developed in conjunction with the Corporate Business Manager
- Promote and support CCG Health, Safety and Welfare policies and procedures, ensuring communication and implementation through line management.
- Provide adequate resources and training arrangements to enable staff to discharge their health and safety responsibilities and ensure that all policy objectives and legal requirements are met as so far as is reasonably practicable
- Ensure that facilities are provided for employees and they are aware of Health & Safety Policies, and other safety rules or procedures.
- Ensure regular health & safety inspections are conducted. Monitor the recommendations and prioritise any remedial actions. There is a clear obligation to communicate with relevant staff/teams about any actions necessary. Equally it is important that appropriate feedback and consultation is undertaken when specific actions are not going to be taken, along with a clear rationale for the decision.
- Ensure that all staff levels report safety related incidents and near misses.
- Bring to the attention of the Operational Executive Committee and /or Board any significant or uncontrolled Health and Safety issues.
- Notify the Corporate Business Manager of areas of significant or uncontrolled health & safety issues.
- Ensure Health and Safety issues are raised and discussed at staff team meetings as appropriate.

4.6 Managers

Managers will be responsible and accountable to their Director for the safety performance of their areas of activity.

Specific responsibilities will be allocated from a Directorate level down but, as a general rule, the direct responsibility of Managers for health and safety should be determined by the extent to which they have authority to take executive action, as detailed in their job descriptions.

As part of the implementation process, the role of the Managers will be key to the management of health and safety and they will receive health and safety management training.

More specifically, Managers are responsible for:

- Ensuring that health & safety policies, relevant risk assessments and procedures exist, are adequate for the working environments, communicated to their staff and regularly reviewed.
- Promoting and supporting the CCG Health and Safety Policy, ensuring that employees under their control are aware of the Policy and carry out their work in a safe manner.
- Motivating staff by stimulating interest in health and safety matters, allocating specific time and proper importance to health & safety issues at departmental meetings.
- Implementing and monitor the compliance with this policy
- Undertake and review risk assessments
- Ensuring that any incident, accident, near-miss, dangerous occurrence, damage to property or other untoward occurrence is correctly reported and investigated in accordance with the CCG Incident Reporting and Management Policy and Serious Incident Requiring Investigation Policy
- Keeping and maintaining statutory records and other relevant legal documents.
- Ensuring that arrangements exist so that equipment is adequate, fit for purpose and adequately maintained
- Authorising time off, with pay, for Safety Representatives in accordance with regulations.
- Ensuring that 'appointed' Safety Representative(s) in their department are consulted on all matters pertaining to Health and Safety at work.
- Ensuring that quarterly Health and Safety inspections of the department take place and that any remedial action is taken.
- Contributing to the formulation of policy and procedures for health and safety, making recommendations for improvements or modifications.

- Ensuring that adequate arrangements exist for the control of infection in their area.
- Providing adequate arrangements for monitoring contractors' activities and standards whilst on site.
- Notifying Occupational Health of any staff requiring health surveillance and referring any employee where signs of health problems arise which may be considered to be a result of an occupational health and safety issue
- Ensuring there are instructions for all health and safety procedures used within the department or unit.
- Ensuring departments send copies of all risk assessments, to the Quality or Corporate Team if a significant risk is identified
- Carrying out safety inspections at prescribed intervals and keep copies of those inspections.

4.7 Safety Representatives and Staff Representatives

Safety Representatives are CCG employees who are designated and appointed by a Trade Union in accordance with their respective membership regulations and the Safety Representatives and Safety Committees Regulations (SRSCR) 1977.

Staff Representatives are CCG employees who are not Union appointed but are designated to represent staff regarding Health & Safety issues in accordance with the Health & Safety (Consultation with Employees) Regulations (HSCER) 1996.

Any CCG employee, including those who are not members of a union, may consult Safety Representatives and/or Staff Representatives in respect of Health & Safety at work.

The function of a Representative is to:

- Investigate potential hazards, dangerous occurrences and accidents (Safety Representatives only)
- Investigate employees' complaints
- Make representations to the employer on Health and Safety matters.
- Carry out workplace inspections (Safety Representatives only)
- Receive information from inspectors and represent employees in consultations at the workplace with inspectors
- Attend meetings of safety groups, including specifically the CCG's Health and Safety Forum

NB: Safety reps are entitled to time off with pay for performing the above functions, or undergoing relevant/reasonable training in connection with them.

4.8 Corporate Business Manager

The Corporate Business Manager has been appointed as the competent person in relation to Health and Safety and will provide professional advice to Directors, Assistant Directors, Managers and staff.

The Corporate Business Manager is responsible for:

- a) Ensuring the effective implementation and monitoring of the Health and Safety Policy, and all other directly associated policies
- b) Ensuring so far as is reasonable practicable that the CCG complies with Health and Safety legislation
- c) Liaising with Human Resources in ensuring training is organised for implementation of this policy.
- d) Ensuring the provision of advice and guidance to CCG staff on health and safety matters.
- e) Provision of Health and Safety reports to the relevant Governance Committee and Health and Safety Group on Health and Safety performance.
- f) Providing expert advice and information on Health and Safety issues
- g) identifying Health and Safety training issues
- h) To act as the responsible person under RIDDOR legislation for reportable accidents.
- i) Escalate uncontrolled or significant health and safety issues

4.9 All Staff

All of the CCG employees have duties and responsibilities under the Health and Safety at Work etc. Act 1974. These duties and responsibilities are to:

- Take responsibility for their own health and safety and for that of others who may be affected by their acts or omissions
- Co-operate with their employers to enable them to fulfil their statutory duties under the Health and Safety at Work etc. Act 1974 and any subservient legislation
- Not knowingly interfere with or misuse any article provided in the interests of health, safety or welfare
- Comply with CCG procedures and health and safety rules
- Identify and report defects and other health and safety concerns to either their line manager or the Corporate Business Manager.
- To attend Occupational Health for health surveillance as requested
- To report all accidents, incidents or near misses promptly to their manager, using a CCG Incident Report Form

- To ensure all vaccinations and other job related health precaution measures are up to date (where applicable).
- Book and attend any relevant training courses, in conjunction with their line managers.

4.10 Mobile Workers

- a) Staff whose work takes them into several departments and clients homes may be exposed to greater risks with regards to their health & safety. The managers of both the department responsible for these staff and the departments in which they work should liaise to produce departmental safety statements covering such potential hazards.
- b) The department/ service manager of peripatetic workers should ensure that staff have a copy of the Health and Safety departmental/ Service policy covering the area in which they are working. If assistance is required in facilitating this, the department / service manager should contact the Corporate Business Manager.
- c) Staff have a duty to report any hazards to their manager, who must raise them with the manager of the premises. If no action is taken regarding the hazard the Corporate Business Manager must be informed

4.11 CCG Health and Safety Forum

The original Health & Safety Forum has now been disbanded. NHS NEE CCG has an arrangement in place for all Health & Safety Policies to be approved through the Operational Executive Committee and / or the Quality Committee. Any Health & Safety issues would also be raised through these Committee's and raised to the Board if required to do so.

4.12 Health and Safety Representatives & Consultation

Managers should strive to have in place arrangements to consult with staff on matter of health and safety. Where Health & Safety Representatives are in place, whether they are Trade Union or non-Trade Union appointments, full co-operation should be given to the requirements of their role in the workplace.

The duties of Health and Safety Representatives are, to a degree, job and work area specific with a common theme of ensuring the environment is as safe as is reasonably possible and protecting their colleagues from harm.

Employees will be consulted on matters relating to health and safety through the Operational Executive Committee. Trade Union appointed Safety Representatives (in compliance with the Safety Committee and Safety Representatives Regulations 1977) and Staff Representatives (in compliance with the Health & Safety (Consultation with Employees) Regulations 1996 will be invited to attend the meetings if required to do so.

Any member of staff may make representation to Safety Representatives or Staff Representatives on any matter relating to their Health, Safety or Welfare.

4.13 Policy Review

This policy will be reviewed biannually unless there are any significant changes that require an earlier review.

5.0 Arrangement for Health and Safety

5.1 Risk Assessments

The Management of Health and Safety at Work Regulations 1999, make more explicit the general duties placed on the Trust under the Health and Safety at Work Act 1974. In order to meet with the regulatory requirements, the trust will ensure:

1. Risk assessments are carried out in order to evaluate and adequately control hazards, so to ensure the health, safety and welfare of employees, patients, service users, and others who could be affected by work activities of the Trust.
2. Risk Assessments are recorded in writing, on the appropriate form, in accordance with the CCG Risk Assessment Policy.
3. Arrangements will be made for putting into practice the preventative and protective measures that follow from the risk assessment.
4. Risk assessments will be regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative requirements, Standards, Codes of Practice etc.
5. Business Continuity Plans and emergency arrangements/procedures will be established and must be followed in the event of serious or imminent danger. A sufficient number of competent persons will be nominated to assist in the implementation of such procedures.
6. The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

Risk assessments undertaken should be forwarded to the Corporate Business Manager and where necessary populated onto the CCG Corporate Risk Register. Directors and/or Managers should review risk assessments for their areas of responsibility in accordance with the CCG Risk Assessment Policy. Any changes to the risk assessment should be notified to the Corporate Business Manager.

Safety training will be provided in safe systems of work, which will include dealing with challenging or aggressive behaviour, manual handling, lone working, working with display screen equipment, etc.

Relevant training will be given to employees when:

- They commence employment with the CCG
- Duties and tasks are allocated to them
- They change job role or are given increased responsibility
- There are changes in work methods/practice, equipment, legislation or guidance.

Full co-operation will be given where work areas are shared to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.

The CCG is committed to providing a safe system of work and safe working environment. It will provide the means and methods for removing or minimising any risks associated with any hazardous activities, or hazardous environments.

5.2 The Workplace

The CCG is committed to providing a safe and healthy working environment and this extends to the design, management and maintenance of the premises we occupy, or have responsibility for. The CCG will ensure that:

1. Access to, and egress from each workplace remains safe, taking into account the condition of floors, walkways, and levels of lighting.
2. Suitable and sufficient heating, ventilation and lighting is provided and maintained. Systems will be put into place to control other environmental factors including humidity and noise.
3. Adequate welfare facilities are provided.
4. Premises are inspected and kept in good repair and well maintained.
5. Emergency procedures and business continuity plans are in place and communicated to all concerned.

With no direct management control over the premises, the CCG Board will need to ensure that there are suitable and sufficient processes in place to assure themselves regarding the safety of the working environment and building that they occupy. This will require seeking such assurances as are necessary from the property landlord and/or their agents.

5.3 Occupational Health

5.3.1 Alcohol / Drugs

The misuse of alcohol and drugs can lead to reduced productivity, taking time off work, serious ill health and accidents at work. Misuse of illegal drugs is a criminal offence.

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For advice and information, please contact the Occupational Health Service or the CCG HR Team.

5.3.2 Display Screen Equipment (DSE) –

The DSE regulations require every employer to carry out a suitable and sufficient analysis of all workstations used by DSE Users. Managers have the responsibility to ensure these assessments are undertaken.

The three principle risks relate to: -

- Musculoskeletal disorders (upper limb disorders)
- Visual Fatigue
- Mental Fatigue

The known health problems associated with DSE work can be prevented in the majority of cases by good ergonomic design of the equipment, workplace and job and by worker training and consultation.

Employees identified as DSE users will be expected to undertake an initial self-assessment of their workstation.

More information refer to the **Display Screen Equipment Policy** (under development)

5.3.3 Work Related Stress

Stress is a natural response to excess pressure or demands. If managed correctly pressure can be a positive thing, however the pressure is perceived as excessive then this can lead to stress, which can be detrimental to health and productivity

A person's ability to cope with stress will depend on their personality, perceptions, life skills, training, support, knowledge and past experiences. It follows, therefore, that a situation which is stressful to one person may not be stressful to another, and a situation which is stressful to you today, may not be so tomorrow.

Whilst being a difficult area to manage, the CCG has a duty to manage Stress, in line with all other Occupational Health and Safety issues. See the **CCG Stress Policy** or contact the CCG HR Team.

5.3.4 Smoking

Second hand smoke is both a public and workplace health hazard. The CCG seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage will be displayed to inform employees and visitors of the smoke-free status of the CCG.

The CCG commissions a Stop Smoking Service that offers support for staff who wish to give up smoking. This support includes one-to-one counselling and reduced cost nicotine replacement therapy.

5.3.4 Counselling

If any employee feels that they need to talk to someone about any work related issue requiring counselling or trauma debriefing, they should contact the Occupational Health Department via their Line Manager or HR .

5.3.5 Working Time Regulations

Managers must ensure that they and their staff are aware of the limits on working time and the entitlements provided for in the Working Time Regulations 1998 (as amended). Human Resources can advise further and the link below gives HSE guidance on the issue.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

5.4 Security

5.4.1 General

It is recognised by the CCG that a secure and safe environment for service users, visitors and staff is essential to achieve a high standard of service to which the CCG is committed and to meet statutory obligations imposed by current legislation and follow best practice.

The CCG has appointed a Security Management Director and a Local Security Management Specialist responsible for effective security arrangements.

All employees should help to create a secure environment for themselves and others by:

- Limiting the amount of personal property brought to work (including cash, credit cards etc.)
- Using the security measures (such as keypad entry systems, lone worker devices) that have been provided for personal and organisational security
- Locking all personal property away wherever possible
- Locking away all trust equipment/property wherever possible
- Wearing their ID badge
- Challenging (politely and courteously) any person not wearing an ID badge whose identity is not known
- Reporting any untoward activities or suspicious characters immediately
- Maintaining good key security, and
- Completing an Incident Report Form for any security breaches or hazards

Further guidance can be found in the CCG **Security Policy**

5.4.2 Violence (Physical and Non-Physical)

Physical Violence is defined as: *"The intentional application of force to the person of another without lawful justification, resulting in physical injury or personal discomfort."*

Non-Physical Violence is defined as: *"The use of inappropriate words or behaviour causing distress and / or constituting harassment"*.

Everyone has a duty to behave in an acceptable and appropriate manner. Staff have a right to work in an environment that is properly safe and secure.

The CCG has a statutory obligation to ensure so far as is reasonably practicable, a safe and secure environment for its staff. Violent, abusive behaviour and criminal acts will not be tolerated. The risks of violence to staff must be assessed and appropriate actions will be taken to protect staff, patients and visitors.

All incidents of violence must be reported to the Line Manager and a CCG Incident Report Form Completed. Assaults must also be reported to the Police.

Further guidance can be found in the **CCG Managing violence and aggression policy**

5.4.3 Lone Working

Many of the CCG's employees may find themselves designated as a Lone Worker at times. The CCG recognises the importance of these employees being afforded as safe a working environment as is reasonably practicable.

Lone workers, generally, come into two categories:

- Staff who through flexible working arrangements start work earlier or finish work later than what is generally regarded as normal office hours (8.30am – 5pm)
- Staff who travel between sites in order to attend meetings

Line Managers of lone workers have a duty to:

- d) Undertake a suitable and sufficient risk assessment of the hazards to which the lone worker may be exposed
- e) Put control measures in place to reduce the risk, and
- f) Monitor the effectiveness of the control measures applied

Employees have a duty to:

- a) Follow all procedures and arrangements made for lone workers, and
- b) Report all incidents or near misses relating to lone working

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Line Managers should undertake a Risk Assessment on all Lone Working activities and decide who else should be included , for example people who are first in or last out, those interviewing patients or members of the public in side rooms and/or even staff who have to collect items from another site.

Further guidance can be found in the CCG **Lone Worker Guidance & Procedures**

5.5 Work Equipment

5.5.1 General

The CCG will maintain all work equipment in a safe working condition and ensure that the correct equipment is provided and used. Managers will ensure the correct equipment is used at all times, that it is properly maintained, and that no item of equipment is misused. Persons required to use the equipment will receive any necessary training, instruction and supervision.

The correct operating and safety instructions must be followed at all times. If an item of equipment is suspected of being defective, it should not be used until it has been thoroughly checked and approved for use by a competent person.

As part of its health and safety management processes the CCG must satisfy itself that the following areas are adhered to:

5.5.2 Portable Appliances and Electrical Safety.

All portable electrical appliances will be tested in accordance with the requirements and frequency as determined by legislation. All portable electrical equipment should be given a visual inspection for damage to the casing and wiring before being used.

Any defects should be reported immediately, the equipment taken out of use and a CCG incident form completed

Staff should not bring their own portable electrical equipment (such as heaters, fans, coffee machines, kettles etc.) as these will not be tested and therefore pose a potential risk to other staff and property.

The CCG will ensure that the electrical installation system is tested in accordance with the Institute of Electrical Engineers (IEE) standards and/or Department of Health Technical publications. Testing and examination of the electrical installation will be the responsibility of the building landlord and they will need to provide the necessary assurances to the CCG Board.

Testing and/or the provision of a suitable system to demonstrate the safe operation of the system will be the responsibility of the building landlord or their agent.

5.5.3 Mechanical Equipment

All new mechanical and electro-mechanical equipment should be tested by a competent person prior to use, wherever possible, or as soon as is reasonably practicable thereafter.

All mechanical and electro-mechanical equipment should be maintained as per manufacturer's instructions or best practice and by a competent person. It should also be visually checked by each user prior to use, any defects reported immediately, and a CCG Incident Report form completed.

5.5.4 Heating

Maintenance and testing of the heating system within the premises is the responsibility of Aspen House Partnership. They will need to provide the necessary assurance to the CCG Board that all maintenance and testing is being carried out in accordance with regulations.

5.6 Contact with Hazard Substances

Hazardous substances are identified as substances that may be harmful to health, for example - liquids (e.g. chemicals which may be toxic, harmful, corrosive or irritant), dusts, fumes, gases and biological agents (bacteria and micro-organisms).

The CCG is based in a low risk office environment with very few hazardous substances present. The Corporate Business Manager will undertake a review of substances used within the CCG and complete COSHH assessment accordingly.

Guidance on COSHH and copies of the Risk Assessments will be held within the CCG Health and Safety Information File, available to staff from the Corporate Business Manager.

5.7 First Aid

The CCG is based within a low risk office environment, however adequate will be provided to minimise the consequence of injury or ill health in the workplace by treating minor injuries and where necessary giving help until professional assistance can be obtained. This will be achieved by:

- Carrying out assessments to determine the extent of first aid provisions required within the area or workplace for which they are responsible.
- Providing adequately stocked and accessible first aid boxes at identified locations.
- Providing appropriate training for employees so to assist them in gaining the relevant qualification to be either a first aider or appointed person, where qualified nurses are not on site.

Any staff identified as being suitable to administer first aid or be part of the first aid arrangements will be required to attend a Health and Safety Executive (HSE) approved training course. Consideration should also be given to attendance at interim training during the intervening three years.

It is acknowledged by the HSE that registered Doctors and Nurses who may not have attended a first aid course, if present at an incident at work can act in an Emergency First Aider capacity if they feel competent to do so. Please also refer to the CCG **First Aid at Work Policy**.

5.8 Incident Reporting and Investigation

Reports of incidents or accidents will be made on the CCG Incident Report Form in accordance with the **Incident Reporting & Management Policy**.

For HSE Reportable Incidents, reporting is carried out utilizing either the on-line reporting tool available at:

<http://www.hse.gov.uk/riddor/report.htm>

Or through the incident reporting centre by telephoning **0345 3009923**

Managers have a responsibility to investigate all incidents, accidents and near misses and forward the Incident Report Form to the Corporate Business Manager for entry onto the Incident database and, if necessary, the CCG Corporate Risk Register.

Post-accident/incident risk assessments will be undertaken where necessary. The Risk Assessment Policy, Procedure and Tool should be referred to for full details. For further details relating to incident and accident reporting, refer to the **Incident Reporting & Management Policy**.

5.9 Fire Safety

It is the duty of the CCG to co-ordinate the arrangements for fire safety within the building. This includes provision of means of access and egress, emergency fire safety equipment including extinguishers, signage, emergency lighting and alarm system, where necessary the maintenance of emergency fire safety equipment, and the provision of evacuation procedures for all areas of the building.

As a tenant the CCG is required to co-operate with the landlord (and other tenants) in the execution of their statutory duties, develop evacuation procedures (if necessary) for areas they occupy and ensure that staff are aware of the importance of fire prevention in the workplace.

The CCG Board will assure itself that the organisation has implemented suitable processes and controls to ensure the safety of staff and that these are maintained in accordance with legislation and guidance.

5.10 Manual Handling

Manual Handling is “the transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving a load by hand or by bodily force” Manual handling operations includes the movement of patients.

All managers have the responsibility for ensuring that arrangements made under the policy are implemented properly and ensure that they -

- Be aware of manual handling situations including patient handling, within their area of responsibility.
- Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury. This may need to be done in conjunction with a specialist Moving and Handling Advisor
- Ensure that suitable and sufficient mechanical aids are provided and that these are easily accessible for staff use.
- Ensure that all moving and handling equipment and accessories are thoroughly examined, serviced and maintained in accordance with “The Lifting Operations and Lifting Equipment Regulations 1998” (LOLER) and “The Provision and Use of Work Equipment Regulations 1998” (PUWER).

Detailed Responsibilities and Guidance on the manual handling of static loads may be found in the CCG **Manual Handling Policy**.

5.11 Driving Vehicles

All employees who drive vehicles as part of their duties are expected to be in possession of a full, valid and current driving licence for the category of vehicle they are driving.

The CCG expects drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times.

All drivers should be adequately fit and healthy, and should bring to the CCG’s attention any reason why they may not be fit to drive.

Drivers must not be under the influence of drugs or alcohol when driving.

All vehicles, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT Certificate. All drivers should be adequately insured including ‘business use’. For more details see the CCG **Driving at Work Policy**

5.12 Lift Emergencies

If you are in a lift which breaks down, raise the alarm by using the internal telephone, or if unavailable, by calling to someone outside.

If you have someone in the lift who needs to be released as a matter of urgency (e.g. for medical reasons or suffering from claustrophobia), make this very clear to whoever you speak to so that the Fire Brigade can be summoned to effect a quicker rescue.

5.13 Mobile Telephones

5.13.1 Health

Mobile telephones are low power devices which emit and receive radio waves. Radio waves have been used for communication purposes for over 100 years now, but the rapid rise in numbers and usage has led to concerns about possible impact on health.

Current research evidence suggests that exposure to radio waves below levels set out in International Guidelines, does not cause health problems to the general population. All mobile phones sold in the UK meet the International Guidelines.

There is, however, some evidence to show that changes in brain activity can occur below these guidelines, but it is not clear why. A precautionary approach is, therefore, recommended.

Department of Health guidelines suggest that in relation to health, to minimise your exposure to radio waves, you should:-

- Consider the SAR (Specific Absorption Rate) of your phone
- Keep your calls as short as possible
- Use a hands free kit, and/or
- Purchase a phone with a built in shield

Further information can be located at :

http://www.hse.gov.uk/foi/internalops/ocs/400-499/497_2.htm

5.13.2 Driving

It is recommended staff should not use mobile phones whilst driving. Legal advice is that if a driver is using a mobile phone even with a hands free kit and a road traffic offence or accident happens, the driver could be liable to face prosecution. Research also shows that the use of hands-free phones while driving is remains dangerous, as it is the mental distraction of the phone conversation that leads to accidents.

The CCG stance on the use of mobile telephones is that they should be diverted to voicemail when an employee is driving and managers should not call employees at times they suspect they will be driving.

If they receive a call it should not be answered while they are driving. They must find somewhere safe to stop, apply the parking break and turn the engine off before answering the call. Similarly, if an employee needs to make a call whilst driving they should find somewhere safe to pull, apply the parking break and turn the engine off.

Further information will be provided in the CCG's **Driving at Work Policy**.

5.13.3 Security of mobile phones

Police indicate that the number of incidents of mobile phone theft is still growing. Try to keep your mobile phone out of view as much as possible - carrying it in your hands or on a belt clip is inadvisable.

Do not leave it on display in a parked car, and be aware of your surroundings when using it in a public area. Most phone muggings take place when people are using them and are unaware of what is going on around them.

5.14 Inspections

A routine inspection of all areas occupied by the CCG will be undertaken on a 6 monthly basis, co-ordinated by the Corporate Business Manager. Staff Representatives are welcome to, and are encouraged to attend.

Inspection reports, along with details of any action taken, should be retained in the local area for inspection by external agencies such as the Health & Safety Executive (HSE).

5.15 Health & Safety Executive

The Health & Safety Executive (HSE) are the enforcing authority for Health and Safety within a range of sectors including Healthcare. Their mission is to protect people's health and safety by ensuring risk in the changing workplace is properly controlled. In the main this is done by guidance and support, however they have the power to bring prosecutions for failings where deemed appropriate.

The HSE can make unannounced visits to any work premises. HSE Inspectors have the right to carry out investigations, order that areas be left undisturbed, take samples, take statements, photocopy any relevant documentation and use any personnel and working space he/she deems necessary.

The Inspector will, however, usually make his/her presence known to the senior person on site at the time and will expect full co-operation.

It is also usual for an Inspector to consult with an appropriate Trade Union Safety Representative during an inspection or investigation.

6. Policy Development

6.1 Consultation and communication with stakeholders during development.

This document is based upon that produced by NHS North Essex PCT Cluster and contains no new information and only limited changes reflecting the differences between the PCT and a CCG.

6.2 Approval and ratification process

All non-clinical policies must be formally ratified by the appropriate Board Committee before implementation. This policy was formally approved by the North Essex CCG Cluster Health and Safety Forum and ratified by the boards of the Mid Essex CCG, North East Essex CCG and West Essex CCG.

6.3 Owner and version control/review process

The Corporate Business Manager is the owner of this policy. This policy will be reviewed after one year. If there are no major changes after the first year, then following review a date will be set at 2 years, with the agreement of the owning Group or Committee. However, it is the Policy Owners responsibility to review their policy if there are changes before the review date is met.

7. Dissemination and Implementation Process including training

7.1 Dissemination and Implementation

The Corporate Business Manager will ensure that a copy of this policy is freely available to all CCG staff (electronically and/or hard copy). This will also be available on the public website.

7.2 Training

Health and Safety training is a statutory requirement of legislation and therefore mandatory for all staff of the CCG. A range of training will be made available to staff through e-learning.

All new permanent employees must complete the Induction Programme at the earliest practicable time after commencing employment. On-line training includes Health, Safety, Welfare, Fire, Security and Back Awareness. Where necessary and/or appropriate staff will be given a local induction where they will be informed of specific health and safety related hazards and controls.

Managers are to identify any specific safety related training needs for the staff they are directly responsible for and must make adequate arrangements for staff to be able and actually attend. Once training needs have been recognised, the managers should then make arrangements for the member of staff to undertake the next available course.

HR are responsible for keeping records of all health & safety training for all CCG staff.

8. Library and archiving arrangements

The Corporate Business Manager will ensure that the up to date version of the policy is available to all staff, and will archive old versions of the policy.

9. Monitoring of Compliance and effectiveness

The Corporate Business Manager will ensure that the processes outlined in this policy and any associated policies and guidance are followed. This will be achieved using a Health and Safety compliance tool.

10. Associated Documents and Policies

Display Screen Equipment Policy
Driving at Work Policy
Lone Working Policy
Working at Home Policy
Management of Violence and Aggression Policy
Manual Handling Policy
COSHH Guidance
New and Expectant Mothers Policy
First Aid at Work Policy

11. References and Definitions

11.1 References

Health and Safety at Work etc. Act 1974.
Management of Health and Safety at Work Regulations 1999.
Workplace (Health, Safety & Welfare) Regulations 1992
Health and Safety (Display Screen Equipment) Regulation 1992
Manual Handling Operations Regulations 1992
Reporting of Incidents, Diseases & dangerous Occurrences Regulations 1995
HSE The Control of Substances Hazardous to Health (Amendment) Regulations 2004
Miscellaneous Amendments Regulations 2002