

Surrey Downs CCG Health & Safety Policy

Policy ID	HR06
Version	V2.1
Responsible Executive Director	Chief Officer
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Last review date:	November 2015
Next review date:	1 August 2018
Date agreed by Remuneration and Nominations Committee	29 th July 2016

Version History

V.	Date	Status and/ or amendments
V1.0	Oct '13	First draft
V2.0	Nov '15	Second review
V2.1	May 16	Third review, font and format change
V2.1	July 16	Approved by Remuneration & Nominations Committee

EQUALITY STATEMENT

Surrey Downs Clinical Commissioning Group (Surrey Downs CCG) aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Human Rights Act 1998 and promotes equal opportunities for all. This document has been assessed to ensure that no-one receives less favourable treatment on grounds of their gender, sexual orientation, marital status, race, religion, age, ethnic origin, nationality, or disability. Members of staff, volunteers or members of the public may request assistance with this policy if they have particular needs. If the person requesting has language difficulties and difficulty in understanding this policy, the use of an interpreter will be considered.

Surrey Downs CCG embraces the six staff pledges in the NHS Constitution. This policy is consistent with these pledges.

EQUALITY ANALYSIS

This policy has been subject to an Equality Analysis, the outcome of which is recorded below.

		Yes, No or N/A	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	Age Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).	No	
	Disability A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.	No	
	Gender reassignment The process of transitioning from one gender to another.	No	

	<p>Marriage and civil partnership</p> <p>In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple.</p> <p>Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).</p>	No	
	<p>Pregnancy and maternity</p> <p>Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>	No	
	<p>Race</p> <p>Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</p>	No	
	<p>Religion and belief</p> <p>Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition</p>	No	
	<p>Sexual orientation</p> <p>Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	No	
2.	Is there any evidence that some groups		

	are affected differently?		
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the document/guidance likely to be negative?		
5.	If so, can the impact be avoided?		
6.	What alternative is there to achieving the document/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		

For advice in respect of answering the above questions, please contact the Corporate Office, Surrey Downs CCG. If you have identified a potential discriminatory impact of this procedural document, please contact as above.

Names and Organisation of Individuals who carried out the Assessment	Date of the Assessment
Daniel Dumbarton, Surrey Downs CCG	17/6/16
Jonathan Perrott, Surrey Downs CCG	

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1. Introduction

Surrey Downs Clinical Commissioning Group (CCG) is committed to ensuring the Health, Safety and Welfare of its employees. It will ensure that all statutory duties are met at all times.

The CCG considers it their legal obligation to provide a safe working environment. It will, therefore, do all that is reasonably practicable, to comply with all relevant legislation, and to promote and maintain an environment that is both safe and comfortable.

It is the CCG's policy that reasonable steps are taken to manage risks.

Risk management aims to provide a safe environment for staff, visitors and members of the public and protection against loss or damage. An important part of the CCG obligations is to carry out a comprehensive programme of risk assessment. All involved are expected to contribute to and co-operate with these assessments and to ensure that necessary actions are taken as a result of them.

2. Scope

This policy applies to those members of staff that are directly employed by CCG and for whom CCG has legal responsibility. Further, this policy applies to all third parties and others authorised to undertake work on behalf of CCG.

3 Purpose

The purpose of this policy is to:

- ensure, as far as is reasonably practicable, the health, safety and welfare of CCG staff;
- ensure, as far as is reasonably practicable, the health, safety and welfare of other persons like contractors, visitors, general public who may be affected by CCG's activities including travelling on CCG business and at non NHS sites;
- satisfy the requirements of the relevant regulations as they apply, and any other associated, relevant regulations;
- To supplement and enhance associated, and appropriate internal policies

4 Responsibilities

4.1 Responsibility of Line Managers

Line managers are responsible for ensuring their staff receive all necessary health and safety training, instruction and information and that such activities are properly recorded.

- organise the department so that operations or work carried out are to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials;
- plan and maintain good house-keeping;
- make sure the control measures in place are at all times operable and not interfered with and that personal protective clothing, where appropriate, is available and is used;
- co-operate with safety advisors as necessary;
- review operating and work instructions and specific related hazards to staff transferred into the department and/or new staff;
- ensure all accidents are reported to the relevant person so that they may be recorded;
- ensure all staff are aware of health and safety procedures; and
- encourage the good behaviours required by staff by setting a good example with respect to Health and Safety.

4.2 Responsibilities of Staff

- Whilst at work staff have a legal duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. Also to co-operate fully with the arrangements made by management to meet their legal responsibilities under the health and safety Act.
- Staff have a responsibility for bringing to the immediate attention of their manager, any failings that could be detrimental to themselves and others, including visitors.
- Specific responsibilities of staff are to:
 - a) comply with local fire procedures;
 - b) comply with local first aid procedures;
 - c) correctly and safely use electrical and IT equipment
 - d) not attempt to repair any item of electrical equipment (unless properly authorised to do so) but to report it to their manager or the Strategy and Business Team;
 - e) not to bring personal mains electrical equipment into work;
 - f) report to the CCG, any obstructions to any walkways, entrances and exit areas and avoid creating such obstacles;
 - g) not to move any equipment for which they have not been trained, without first seeking the advice of an appropriately trained person;

h) set a good personal example with respect to Health and Safety.

4.3 General arrangements

- To prevent accidents/dangerous occurrences from happening, the CCG will ensure that any injury, disease or dangerous occurrence that falls within the categories outlined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), is reported within the time scales set out in the Regulations (RIDDOR 1995).
- All incidents, including near misses, must be reported to the CCG.
- A complete investigation will be carried out to reduce/eliminate the possibility of any such accident/occurrence happening again.

5. Violence/bullying and harassment

The CCG as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Consequently, this issue is included in the Grievance and dignity at work policy. Any violence, bullying and/or harassment of CCG staff that is reported will be investigated in order to comply with this duty of care.

6. Third party contractors

- Third party contractors (not management contractors) will be required to submit a copy of their safety documentation such as liability insurance and risk assessments/method statements along with their tender, in order for the CCG to ensure the contract includes appropriate measures of Health and Safety. Where possible, contractors who have recognised quality systems in place such as ISO 9000 will be chosen to carry out work.
- Third party contractors will be supplied with a copy of the CCG's Health and Safety policy and will be expected to abide by the policy unless a variation has been explicitly agreed.
- All contractors that attend a CCG site will be provided with information on local health and safety arrangements and will be issued with permits for work where applicable.

7. Control of substances hazardous to health (COSHH)

- Risk assessments will be undertaken to ensure staff do not become harmed in any way from exposure to hazardous substances in the workplace. Where elimination of that substance is not possible, a substitute will be found to lower the risks.
- Any potentially hazardous substances identified will be suitably stored and labelled correctly. Appropriate information will be readily available relating to the natural characteristics of a particular substance, and suitable control measures and contingency plans will be in place to ensure appropriate action is taken in the event of an accident or injury.
- Full training and information will be given to all staff who are required to handle such substances.
- Protective personal equipment will be provided where appropriate, and a full review of substances will be carried out at regular intervals.

8. Risk assessment

A work station self-assessment document is available to all staff. The Risk assessments will cover the whole working environment including IT equipment, workstations, work patterns, and lighting.

If required, staff can be provided with suitable information on setting up and maintaining their workstation.

8.1 Pregnancy risk assessment

- Pregnant staff should advise their manager in writing with details of the expected week of birth as soon as possible;
- The line manager must conduct a pregnancy risk assessment and monitor risks at regular intervals;
- For any potential risks that are identified and which could represent an additional risk to the mother or unborn foetus, efforts will be made by the CCG to reduce them.

9. Fire and emergency evacuation

The CCG recognises its responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the causes of fire, in compliance with relevant statutes and code of practice.

9.1 Other emergency evacuations

Emergency evacuations prompted by bomb threats or other events will have the same essential principles for fire evacuation, although may not be signalled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted by any suspicious device or gas leak for example. Specific instructions will be issued to staff as the need arises.

9.2 Building maintenance

- All CCG controlled sites will have planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold water supplies, lighting, cleaning, fire equipment and alarm systems, security systems, sanitary facilities and general decoration.
- Service Level Agreements will be put in place for maintenance and appropriate records will be kept of all maintenance, breakdowns and repairs.
- Essential information for use in the event of emergency breakdowns will be available to all designated responsible persons at each site.

10. Manual handling

Risk assessments will be carried out for any task where there is a significant risk to a person who is required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

Consideration is given to the elimination of “risky” manual handling activities wherever practicable with provision of special equipment where appropriate.

Training, supervision and information will be given to staff by competent people prior to work being carried out.

Assessments will be reviewed should conditions change.

Where a member of staff raises a matter related to Health and Safety in manual handling the CCG will:

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate; and
- advise the member of staff of any actions taken

11. Mobile telephones

- Staff using mobile phones at work are required to operate them safely and without risk to themselves or others.
- From 1 December 2003, the use of hand-held mobile phones by drivers has been unlawful under new regulations which amended the Road Vehicles (Construction and Use) Regulations 1986. It has become a criminal offence for anyone to drive a motor vehicle while using a hand-held telephone or a similar device (other than a two-way radio), which performs an interactive communication function by transmitting and receiving data.
- The use of hand held mobile phone whilst driving is prohibited. It is the advice and strong recommendation of the CCG that mobile phones, even when legally used, should not be used when driving and preference should be given to only using mobile phones when stationary.
- Consideration must be given to proper rest breaks and staff must not be contacted outside normal working hours, mobile phone users are therefore entitled to switch off their phones during rest breaks, whilst driving and when they are not working.
- Mobile phones must not be used in any situation where their use is locally prohibited or where they may cause risk including outside the car whilst on petrol station forecourts, due to the risk of sparking and fuel ignition or in hospitals where their use may affect medical equipment.

12. General safety and environmental

The CCG will work with landlords to ensure that:

- Control measures are in place to ensure walkways are free of obstructions at all times.
- Control measures to deal with ice and snow are in place.

13. Premises Security

- Appropriate security measures will be in place at the CCG premises and these will be actively monitored and reviewed to ensure the safety of staff, visitors, equipment and plant.
- Arrangements will be made for the provision of key holders and suitable training and information will be provided where necessary.

14. Training

Provisions are in place for staff to complete a mandatory training upon joining the CCG. This will enable staff to receive adequate information and instruction with respect to health and safety provisions.

15. Associated Documentation

This policy should be read in conjunction with the CCG's grievance and dignity at work policy.

16. Monitoring and Review

This document will be kept under review by Surrey Downs CCG Business Manager. It will be reviewed following any significant changes in new national guidance or local operational arrangements. In addition to the annual review of the effectiveness of this policy, monitoring within the workplace will be carried out by:

Analysis of reported incidents for health and safety issues, which include significant and high risks and emergent trends.