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Owner Paul Yeadon

Area CS Health and Safety

Document Policy Types

Health & Safety Policy

Version	Date	Purpose of Issue/Description of Change	Review Date
4	September 2012	Review after first year of operation	Sept 2014
4.1	September 2014	Minor changes to staff roles and parents staying overnight	Sept 2016
	January 2015	References to Providing a Safe Environment Steering Group updated	January 2019
5	June 2017		
5.1	March 2019	Minor narrative amendments and inserted hyperlinks	June 2019
5.2	July 2020	Updated Ward/Department Risk Assessment Process Flowchart re Certificate of Assurance	June 2019
5.3	Jun 2021	Review - inserted references, inclusive of Working Safely with Covid National guidance and the Trusts Covid Non-clinical Principles. Recommendation of 6 month extension to allow assessment/review of SALUS support	Feb 2021
		Review post COVID'19	Jun 2023

Status	OPEN	
FOI Classification	Our Policies and Procedures	
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Executive lead (job Title)	Deputy Chief Executive	
Policy Lead (Job Title)	Head of Health & Safety	
Author	Dean Harker, Head of Facilities	
Governance Group (that will oversee effectiveness of implementation)	CQC, HSE	
Approval and/or Ratification Body	Senior Management Team Providing a Safe Environment Steering Group	19.4.23
Review Date (Usually 3 years from approval date)	19.4.26	

PURPOSE

This policy details the strategic arrangements and individual responsibilities for the management of the health and safety of all employees, patients, visitors, contractors and others within Harrogate and District NHS Foundation Trust (HDFT). Ensuring that the level of risk associated with identified hazards is reduced so far as is reasonably practicable in line with relevant statutory requirements and guidance.

1. BACKGROUND/CONTEXT

HDFT strives to create a positive and inclusive working environment and culture in line with our core KITE values of Kindness, Integrity, Teamwork and Equality, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.

HDFT is committed to supporting its employees, be this via learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.

To do this, employees need to be trusted, empowered and actively listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training and support to ensure they can work in a way that protects both their own and others

health and safety.

2. DEFINITIONS

HDFT – Harrogate and District NHS Foundation Trust.

HIF – Harrogate Integrated Facilities

H&S – Health and Safety

SMT – Senior Management Team

Board – Harrogate and District NHS Foundation Trust Board of Directors

HSWA – Health and Safety at Work etc. Act 1974

MHSWR - Management of Health and Safety at Work Regulations 1999.

HSE – Health and Safety Executive

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3. POLICY EFFECT

3.1. Statement of Intent

Our aim is excellence in health and safety and Harrogate and District NHS Foundation Trust (HDFT) will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

HDFT recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, patients, visitors, contractors and the public at large.

HDFT is committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing high quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

HDFT will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. HDFT will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement.

HDFT will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

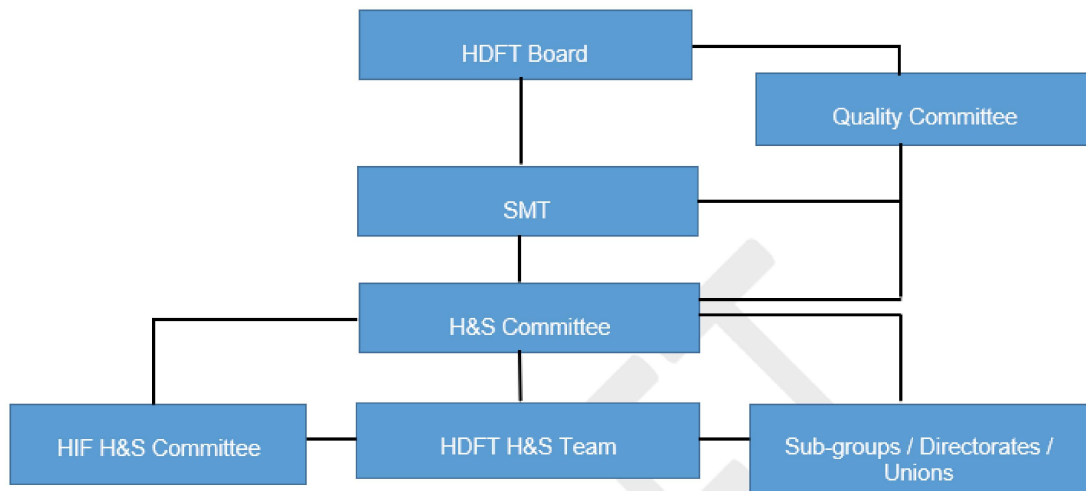
This policy reflects our commitment to ensuring that health and safety at work is paramount to

HDFT and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff.

3.2. Health and Safety Infrastructure

Health and Safety is coordinated strategically across HDFT by the Deputy Chief Executive who will lead the implementation of this policy and ensure that the Board is kept fully informed on health and safety issues.

This will be supported through the oversight of the HDFT Health and Safety Committee, supported by a number of specialised sub-groups and the HDFT Health and Safety Team.



3.3. Scope

This policy applies to all employees of HDFT, Harrogate Integrated Facilities (HIF), volunteers, contractors, seconded staff, placements, agency staff, patients and visitors.

HDFT recognises that their staff work in a variety of premises. This policy covers all staff whilst they are at work either within premises owned by HDFT or at premises / spaces rented by HDFT from other bodies.

HDFT recognises that their staff also works in a variety of premises which are beyond its control, including patients' own homes. These work activities are included in the scope of this policy, and HDFT will make every reasonable effort to identify and control hazards associated with these premises

3.4. Arrangements to deliver this policy

This policy will be delivered by:

- The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to HDFT which will be made available via the staff intranet, or other appropriate means.
- Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.

- c. The use of a digital platform to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress.
- d. The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc. via our virtual learning environment (learningLab), or facilitator led courses.
- e. The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaires.
- f. The review of all relevant HDFT policies, including but not limited to;
 - Risk Management
 - Medical Gas Pipeline System and Pressurised Medical Gas Cylinders Service
 - Water Safety
 - Ventilation
 - Security
 - Violence and Aggression
 - Lone Worker
 - Waste Management
 - Management of Asbestos
 - Fire Safety
 - Radiation
 - COSHH
 - Moving and Handling
 - Safe use and disposal of Sharps
- g. The investigation of all RIDDOR reportable incidents, accidents and notifiable diseases, as well as non-reportable events or near misses that indicate failure to comply with statutory requirements.
- h. The analysis of all Health and Safety incidents and other related data reported through established HDFT systems, to assist the formulation of appropriate work streams.
- i. The provision of a range of occupational health and wellbeing services to all HDFT employees.
- j. Engaging our recognised trade union colleagues in effective consultation and actively supporting Safety Representatives in the fulfilment of their role.

4. ROLES AND RESPONSIBILITIES

4.1. All Employees

All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work etc. Act 1974 (HSWA);
- Inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR);

- Inform their employer of any shortcomings in the employer's protection arrangements under MHSWR and;
- Co-operate with their employer's health and safety arrangements under the MHSWR.

4.2. Chief Executive

The Chief Executive has overall responsibility for health and safety within HDFT.

4.3. Deputy Chief Executive

The Deputy Chief Executive has the delegated responsibility for implementation of this policy and ensuring the Board is kept fully informed on health and safety issues that arise as and when appropriate.

They will also chair the HDFT Health and Safety Committee, ensuring it reports in to both the Quality Committee and the Board.

4.4. Directors

Directors within the Trust have delegated responsibility from the Chief Executive to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level;
- Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- Ensuring the reporting and investigation of all accident/incidents to identify learning or improvements needed to improve safety;
- Monitoring the effectiveness of the health and safety system in their area of responsibility.

Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal;

4.5. Head of Health and Safety

The Head of Health and Safety for HDFT fulfils the statutory duty to appoint one or more competent person(s) to assist HDFT in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. This role is responsible for:

- Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet the HDFT's needs.
- The provision of health and safety advice and the implication of the law.

- The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- Assisting in the identification and implementation of health and safety training needs.
- Acting as the Trust's formal link with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters.
- Provide an annual report to the Board, as well as providing updates and reports as and when required.

5. EQUALITY ANALYSIS

- This Policy has undergone stage 1 EIA.
- This Policy does not require a full stage 2 EIA.

Information about [Equality, Diversity and Inclusion](#) and EIA forms and resources are available on the intranet.

6. CONSULTATION, REVIEW AND COMMUNICATION

Prior to seeking approval from Senior Management Team:

- H&S Policy will be reviewed at H&S Committee
- Staff related Policies will be signed off by PAG and reviewed at the Partnership Forum

The policy will be communicated via the staff intranet, HDFT App., and through HDFT standard channels of communication.

7. STANDARDS/KEY PERFORMANCE INDICATORS

Review of all relevant HDFT policies.

Reporting of RIDDORs to HSE within the specified timeframe.

Investigation of all RIDDORs.

Provision of appropriate Health and Safety training.

Audit of H&S performance across HDFT / Directorates / Departments

8. MONITORING COMPLIANCE AND EFFECTIVENESS

This section, using the template below, must include details of how compliance and effectiveness of implementation of the Policy will be monitored. This will include monitoring for any adverse impact on different groups. This should include the role of the Policy Lead and overseeing Governance Group in reviewing assurance.

Where an audit is required in order to measure compliance or effectiveness, the audit should be included in the Trust Annual Clinical Audit Programme and an audit tool should be made available.

Policy element to be monitored	Standards and Performance indicators	Process for monitoring	Individual or group responsible for monitoring	Frequency or monitoring	Responsible individual or group for development of action plan	Responsible group for review of assurance reports and oversight of action plan
Review of all relevant policies.	100% completion	H&S Report	Head of H&S	Annually or as stated in individual policy	Head of H&S	H&S Committee
Mandatory H&S training	Directorate >90%	L&D Report	Head of H&S	Annually	Head of H&S	H&S Committee
RIDDORS	Zero	DATIX/ H&S Report	Head of H&S	Bi-monthly	Head of H&S	H&S Committee
Investigation of RIDDORS	100% completion	H&S Report	Head of H&S	Bi-monthly	Head of H&S	H&S Committee

9. REFERENCES/ASSOCIATED DOCUMENTATION

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- NHS Staff Council HSWPG – Workplace health and safety standards
- HSG65 Managing for Health and Safety
- Health Services Information Sheet No 1 – Reporting injuries, diseases and dangerous occurrences in health and social care

Executive Lead	Deputy Chief Executive
Policy Lead	Paul Yeadon
Governance Group (that will oversee effectiveness of implementation)	Health and Safety Committee

Annex 1: Consultation Summary

<p>Those listed opposite have been consulted and any comments/ actions incorporated as appropriate.</p> <p>The author must ensure that relevant individuals/groups have been involved in consultation as required prior to this document being submitted for approval.</p>	List Groups and/or Individuals Consulted
	Senior Management Team (HDFT & HIF)
	H&S Committee
	Partnership Forum

Attachments

[📎 Health and Safety Infrastructure Flowchart](#)

Approval Signatures

Step Description	Approver	Date