

NHS Lothian Health and Safety Policy

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Document Title	NHS Lothian Health and Safety Policy		
Unique ID	NHSLHSP01/14	Owner	AB HR/OD Director
Category/Level/Type	Level 1 Policy	Author(s)	[REDACTED]
Status and type of document	Draft NHSL Health and Safety Policy	Version number	12A
Date added to the Intranet	05.03.2014	Start date	01-04-2014
Authorised by	NHSL Health and Safety Committee	Authorised date	11.02.2014
Date of implementation	01.04.2014	Review Date	01.07.2015
Key words	Health and Safety		

HEALTH AND SAFETY POLICY

Executive Summary

Key Messages

The aim of this policy is to set a clear direction for NHS Lothian to follow and aims to reflect the organisations overall values and beliefs. It provides the framework in which the statutory requirement to manage for health and safety is integrated into everyday business and that is not seen as bolt on, but becomes core to the service NHS Lothian provides. The arrangements to achieve this include the following:

- NHS Lothian has in place a health and safety management system to implement the health and safety policy which is proportionate to the hazards and risks
- Having in place a Strategic Plan to deliver the controls to assist with eliminating or reducing those risks to as low a level as is reasonably practicable.
- By promoting key leadership qualities at every level within NHS Lothian in managing for health and safety which includes having effective control of the risks.
- Involving our staff to help identify and control the safety and health risks
- Providing all our staff with information, instruction and training to allow them under their roles with minimal risk to theirs or others safety and health.
- NHS Lothian has in place effective Health and Safety Committees that instigate develop and carry out measures to ensure the health, safety and welfare at work of staff.

Implementation Standards

NHS Lothian will have in place performance standards to help measure the effectiveness of the health and safety management system. These are detailed below:

- The Health and Safety Policy implementation will be monitored through the Strategic Plan.
- Governance is through the NHS Lothian Health and Safety Committee and local Committees which will ensure that responsibilities are clarified at all levels of the organisation and that the activities of everyone involved in managing for health and safety are clear and well coordinated.
- There is in place a risk assessment process and its implementation will be reviewed on a quarterly basis as part of the health and safety management system requirements.

Statement of Commitment

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HEALTH & SAFETY POLICY STATEMENT OF INTENT

NHS Lothian recognises that to deliver and to provide effective services, we must ensure that risks to health, safety and welfare, for all patients, staff, visitors, volunteers, contractors and others who are affected by or involved in our activities, are managed and controlled as far as possible. The organisation recognises that accidents and ill health can result from failings in management control.


The Staff Governance Standard makes it clear that an improved and safe working environment is paramount to ensure we improve retention, minimise turnover, develop a positive employee experience and improve commitment to enhance patient care. We can achieve this, but also recognise our financial landscape has changed significantly. NHS Lothian commits its leaders to supporting this policy with adequate financial and physical resources.

This will require radical change, in a more cost effective environment, and this has the potential to generate additional risk. We therefore need to take a more robust and strategic approach to health and safety management. Safety is a core value and will be given the same commitment as other business objectives.

NHS Lothian understands and unreservedly accepts that for us to be successful we must conduct our business and operations with certain commitments in mind at all times. With respect to health and safety, it is the general policy of NHS Lothian, through its Strategic Implementation Plan to:

1. Lead by example, through our managers, in promoting a positive open culture.
2. Take measures to ensure the health, safety and wellbeing of our employees, patients, contractors, voluntary organisations and members of the public.
3. Clearly define responsibility and accountability from the NHS Lothian Board to the frontline
4. Improve our governance and integrate health and safety into every facet of the organisation
5. Comply with and go beyond the law, professional and NHS related policies and standards
6. Continually review our health and safety systems and performance to identify areas for improvement
7. Take account of health and safety risks in all change and service redesign programmes and projects
9. Through effective investigation aim to reduce our frequency of incidents, accidents and work related ill health
10. Ensure the safe handling and use of substances
11. Provide information, instruction, training and supervision for staff
12. Ensure all staff and contractors are competent to do their tasks
13. Consult with our staff, contractors and others affected by our work activities
14. Provide and use safe premises, plant and equipment
15. Provide an Annual Report which details the organisations Health and Safety Performance

As Chief Executive, I have overall responsibility for health and safety across NHS Lothian. I have appointed the Director of Human Resources and Organisational Development to oversee the implementation of this policy through the activities of the NHS Lothian Health and Safety Committee. This Policy Statement, which is to be observed by all in NHS Lothian, reflects the importance which I attach to the health, safety and welfare for all our employees, patients, contractors, voluntary organisations and members of the public.


Tim Davison
Chief Executive
NHS Lothian
14.02.2014

1. Scope & Aims

This Policy applies to all employees of NHS Lothian and it is produced in compliance with common law and the statutory health and safety framework, namely the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is supported in NHS Lothian by more specific policies, which arise as a result of our risk profile. These specific policies will be underpinned by this policy and ratified through the NHS Lothian Health and Safety Committee.

This policy aims:

- To ensure the safety and wellbeing of the full diversity of employees, patients, and that of others affected by the work of NHS Lothian.
- To establish and maintain health and safety as a key objective of the organisation.
- To comply with all relevant statutory provisions.
- To treat health and safety as a core management function.
- To plan to identify risks and implement adequate controls.
- To seek to progressively improve standards of health and safety performance.
- To ensure effective means of communication and co-operation.
- To establish competency in health and safety.
- To ensure control of the health and safety management system.
- To establish a clear organisational framework and management systems with channels of communication to ensure the aims are pursued vigorously and effectively.

2. Board Aims and Strategic Objectives The aim of this document is to provide improved governance, the organisational framework and systems, and general arrangements to ensure that NHS Lothian continues to deliver improvements in health and safety culture and performance through its healthcare activities and services. We will achieve this through our policy aims, our strategic implementation plan and our workplace standards/objectives.

3. Organising for Health and Safety

3.1 General

The Director of Human Resources/Organisational Development (HR/OD) will take the lead in developing the organisation's strategy for health and safety management which included policy identification and development assisted by the Director of Occupational Health and Safety Services and the Head of Health and Safety.

Those participating in the NHS Lothian Health and Safety Committee will include the nominated senior managers from all of the major operational and corporate services and staff representatives nominated through the NHS local partnership arrangements.

The NHS Lothian Health and Safety Committee reports to the NHS Lothian Staff Governance Committee and may refer certain strategic issues involving both clinical and non-clinical risks to the Healthcare Governance and Risk Management Committee. The NHS Lothian Health and Safety Committee will be supported by various other more local committees such as the Hospital Site and Health and Social Care Partnership Health and Safety Committees.

In planning the strategy, operational and corporate services will have nominated a senior manager to coordinate effective health and safety management. The nominated senior manager will also be the chair of the local health and safety committee.

Effective management will entail the formation of appropriate consultative committees or subgroups, the implementation of procedures for local and central risk assessment, the implementation of NHS Lothian policies, the active monitoring of performance, the effectiveness of risk control measures, and procedures for review and audit. (see Appendix 1 Health and Safety Governance Chart).

The nominated chairpersons and/or vice-chairs of the local H&S committees will report to the NHS Lothian Health and Safety Committee. They can enlist the help of the relevant specialist advisers to support the Committee.

The provision of an improved and safe working environment is a key element of the Staff Governance Standard. The system of consultative committees and the NHS Lothian Health & Safety committee are endorsed by the NHS Lothian Partnership Forum as the appropriate NHS Lothian-wide approach to health and safety.

Issues relevant to health and safety are referred between the Partnership Forum and the Health and Safety Committee as they arise. Policies related to health and safety may require endorsement from the Lothian Partnership Forum.

Where deemed appropriate by the NHS Lothian Health and Safety Committee, NHS Lothian wide groups dealing with specific specialist risks will be established. As required these groups will report directly to the NHS Lothian Health and Safety Committee.

3.2 Accountabilities

3.2.1 NHS Lothian Board

The Chief Executive has ultimate responsibility for health and safety in NHS Lothian and for the effectiveness of this policy. He will chair an annual health and safety review meeting provided with a report by the NHS Lothian Health and Safety Committee. He will approve the objectives for health and safety in the coming financial year and seek confirmation of their fulfilment. He will receive and, as appropriate, delegate for action, official communications on health and safety matters from the Scottish Government and outside agencies such as the Health and Safety Executive.

3.2.2 Director of HR/OD is the Boards Lead Director for Health and Safety. The Lead ensures that health and safety issues are addressed by the senior management team and more widely in the Board by supporting the Director of Occupational Health and Safety and the Head of Health and Safety.

Principle duties include:

- Leading health and safety development across NHS Lothian having regard to this policy and the financial framework of NHS Lothian.
- To support managers on the health and safety plan, do, check, act process
- Identifying, anticipating and responding positively through committee(s), as appropriate, any significant organisational or service delivery change that may impact on NHS Lothian's health and safety risk profile and culture.
- Liaising with Directors and other higher level managers as appropriate, to ensure that operational managers are fully aware of key issues which might affect them.
- Ensure that all health and safety considerations are included in any Board Contingency /or Emergency Plans.
- Ensuring Senior Managers establish a health and safety plan for their areas of responsibility to meet the NHS Lothian Strategic Objectives and to manage key operational health and safety risks.
- Ensuring that all Projects Directors / Leads consider and manage the health and safety risks involved with Change Management and Service Redesign and engage appropriately with all stakeholders and experts in order to "design-out" hazards.
- Identifying health and safety objectives to Executive Directors, and Senior Operational Managers.
- Jointly Chairing the NHS Lothian Health and Safety Committee along with Employee Director
- Ensuring that Site Directors/Senior Managers or their representatives attend and participate in the NHS Lothian Health and Safety Committee.
- Representing NHS Lothian in correspondence and contact with the Health and Safety Executive when enforcement action is taken.
- Providing regular assurance to the Chief Executive and the Board on Health and Safety matters.

3.2.3 Directors. They are responsible for the safety and activities of their staff, and are expected to promote a high degree of health and safety leadership and awareness amongst their staff. This involves the following key responsibilities:

- Lead and champion health and safety in a positive manner.
- Know and understand the aims and objectives NHS Lothian Health and Safety Policy and the Strategic Plan, and ensure they are implemented.
- Monitor their area of responsibility against the strategic objectives and KPIs detailed in the Strategic Plan.

- To ensure that the appropriate level of resources (funding, personnel and time) and commitment are employed to identify, assess, manage and monitor significant hazards and risks within their area of responsibility.
- Ensure that they consider and manage the health and safety impacts of Change Management and Service Redesign projects appropriately and they engage and consult with staff, staff-side representatives, and other specialist advisers throughout the process in order to “design out” hazards.
- Ensure appropriate senior managers are nominated, accountable and aware of their health and safety responsibilities.
- Ensure that nominated senior managers with health and safety responsibilities are appropriately trained.
- Attend training for their responsibilities when required to do so.
- Ensure employees are consulted on matters relating to health and safety through the elected representatives and associated consultative groups.
- Ensure that all incidents, accidents and work-induced ill health are monitored, in their area of responsibility, and initiate appropriate action to reduce occurrences and the likelihood of harm.
- Make certain that effective communication systems are established to ensure that health and safety policies, strategies and procedures are made known, understood and observed by all staff.

3.2.4 Site Directors/Chief Nurses/Medical Directors or Equivalent. These managers shall have day-to-day responsibility for ensuring that suitable and sufficient arrangements are made to control the health and safety risks in all aspects of each NHS Lothian site for which they have responsibility (including any services which may be provided off-site). They shall provide direction through clearly identifying the risk profile (*nature and level of risk, likelihood of occurrence, cost and current risk controls*) and implementing all the risk control policies, procedures and processes. It is the responsibility of these Higher Level Managers to:

- Ensure compliance with this Policy, associated health and safety policies and the NHS Lothian strategic objectives and bring them to the attention of all managers and staff.
- Demonstrate visible and active health and safety leadership.(e.g. safety tours)
- Ensure an Operational Health and Safety Plan is developed and maintained and is linked to the Strategic Plan.
- Provide sufficient resources to meet the requirements of NHS Lothian strategic objectives and the Operational Health and Safety Plans.

- Ensure health and safety responsibilities and accountabilities are clearly allocated to appropriate managers under their control.
- Ensure effective systems are established to identify, assess, manage and monitor significant operational hazards and risks using appropriately trained staff and the resources of the specialist advisers.
- Ensure that they consider and manage the health and safety impacts of Change Management and Service Redesign projects appropriately and they engage and consult with staff, staff-side representatives, and specialist advisers throughout the process in order to “design out” hazards.
- Monitor progress against plans and key performance indicators where established.
- Assess operational priorities for health and safety and take action where appropriate.
- Ensure that managers and staff are competent to identify risks in the workplace and manage them effectively, with support where necessary.
- Adhere to NHS Lothian’s Incident Management Policy
- Ensure that incident data is reviewed regularly, trends identified, action taken to reduce reoccurrence and that learning is disseminated and shared widely.
- Ensure that work place safety monitoring is undertaken regularly through the use safety tours and inspections.
- Ensure that the appropriate Higher Level .Manager and the Head of Health and Safety are informed in a timely manner when any Health and Safety Executive or Fire and Rescue Service enforcement action is being considered.
- Ensure that all significant Health and Safety Executive advice and guidance is adhered to and actioned, with appropriate allocation of resources. If the advice cannot be actioned it is to be escalated to the next management tier for decision-making.
- Encourage and support joint consultation on health and safety issues with elected representatives and facilitate / support health and safety representatives to undertake their statutory functions.

3.2.5 Clinical Nurse Managers/Service Manager or Equivalent. These Managers are responsible for ensuring that:

- They are fully familiar with the NHS Lothian health and safety policies and associated procedures and protocols, to ensure compliance.
- Each department has in place an organisational structure that will secure effective health and safety management.

- Appropriate systems are implemented across departments to identify, assess, manage and review significant health and safety risks.
- Where significant risks are identified prepare action plans to minimise and control that risk, ensuring that unacceptable risks are escalated up the management chain for action where appropriate.
- All staff for which they are responsible receives appropriate health and safety induction and update training where appropriate in line with NHS Lothian's Induction programme and as identified through the local risk assessment.
- That effective emergency plans are in place for instances of serious and imminent danger, where appropriate, and that all staff are aware of their responsibilities.
- Regular workplace inspections are carried out and any resulting actions are implemented where risks are identified. Ensuring that departments are kept clean and tidy, with safe access and egress, and safe storage, use and disposal of materials.
- All accidents, incidents and near misses are reported through DATIX and in line with NHS Lothian's Incident Management Policy.
- All managers are aware of their local responsibilities with regards to the management of contractors on NHS Lothian sites.
- Suggestions and proposals are made through the appropriate routes for improvements to the Boards health and safety related policies, and contributing towards the preparation of those policies, where appropriate.

3.2.6 Line Managers and Supervisors. Managers and Supervisors must fully familiarise themselves to ensure conformance with the NHS Lothian health and safety policies and associated procedures and protocols. They are responsible for the effective management of health and safety within his/her own area or function. With respect to their area of responsibility this will include:

- Ensuring that all significant hazards are identified, assessed, managed and monitored.
- Staff and their representatives are involved in the risk assessment process.
- Making sure that all staff, including visitors and contractors, visiting or carrying out work for or on behalf of NHS Lothian knows: What health and safety risks will affect them; What measures must be taken to carry out the work safely and without risk to health; What steps must be taken in event of an emergency.
- Make sure that arrangements are made to deal with emergencies.
- Promoting positive cultures and behaviours where staff can communicate health and safety issues without conflict or prejudice.
- Checking that risk controls have been implemented and are working effectively through the use of workplace inspections, staff questionnaires, safety briefings, team meetings and health surveillance.

- Ensure that where controls fail, resulting in near miss events and accidents, that these are promptly reported through DATIX and investigated within their teams in line with the Boards Incident Management Policy.
- Ensure that all newly appointed employees, locums, bank / agency staff, students, volunteers, young persons or those on work placement is provided with the appropriate level of information, instruction and supervision. They attend induction and follow on training where relevant to be able to carry out the work safely in line with the NHS induction programme.
- Maintaining suitable and sufficient, up-to-date departmental records e.g. training, work equipment checks.

3.2.7 All Employees are to ensure that they:

- Take reasonable care of the health and safety of themselves and others who might be affected by the action they take or fail to take.
- Co-operate on all matters relating to health and safety.
- Familiarise themselves with policies, procedures, protocols and guidance or preventative and protective measures relating to health and safety that have been brought to their attention.
- Attend training when identified to do so by the respective manager.
- Act in accordance with any information, instruction or training that has been provided or given to them.
- Make full and proper use of all personal protective equipment provided to them whilst at work in accordance with any training or instructions received.
- Report any hazards or defects in the equipment, arrangements or procedures and systems of work to their immediate line managers as soon as possible.
- Report any incident occurring to them or brought to their attention by informing their immediate line manager and completing the NHS Lothian online DATIX incident report.
- Adhere to the responsibilities outlined in the Incident Management Policy and Procedures for reporting accidents and incidents (near misses).
- Make suggestions for improvement, where appropriate, or report any shortcomings in their managers / departments policies and procedural arrangements for health and safety.

3.2.8 Agency and Temporary Staff. Staff employed via the NHS Lothian Staff Bank or other recruitment agencies must have received basic health & safety training, appropriate to the work activity and environment, within the last twelve months. To achieve this, such staff will be required to produce a proof of training before commencing work.

Before any agency or temporary staff use equipment, NHS Lothian staff must ensure that they are shown the correct operation, etc. Minimum health & safety competency requirements shall be

identified in all contractual agreements between the NHS Lothian and Agency providers, to ensure safe working practices for all staff and patients.

3.2.9 Policy Leads, Specialist Advisors and Competent Persons. NHS Lothian has several sources of specialist and competent expertise to provide advice and practical assistance in distinct areas of health and safety risk. In general the role of Policy Leads and Specialist Advisers, who will be nominated by the H&S Committee, are to:-

- Act as policy lead for their specialist field and ensure that it is subject to an equality impact assessment.
- Review, update and monitor policy in line with the NHS Lothian Health and Safety Strategic Plan.
- Provide specialist advice and guidance.
- Undertake the role of Competent Person under the terms of specific legislation (where appropriate).
- Assist management to identify significant health and safety risk and advise on appropriate action.
- Advice on health and safety related training needs.
- Assist and where required facilitate the investigation and monitoring of incident, accident at work and any work related ill health.
- Provide active monitoring which includes auditing.
- Setting standards of performance.
- Maintain contact with operational managers to continually assess and support the health and safety arrangements.
- Keep the Health and Safety Committee / NHS Lothian updated with new developments in their area of competence.

3.2.10 Change Management / Service Redesign Project Leads Organisational change is an opportunity to improve business performance as well as health and safety performance. However if this is undertaken without sufficient planning then it may result in an inadvertent reduction of emphasis on safety and health, loss of established formal and informal safety processes, loss of critical knowledge and expertise or lack of sufficient personnel to safely operate and maintain work processes.

These factors can result in deterioration of performance, the introduction of new hazards and a significant increase in costs. Project Directors, Leads and those responsible for service redesign are to, in a manner proportionate to the risk:

- Involve all stakeholders, including specialist advisers such as Health and Safety, Manual Handling and Infection Control and Staff Side Health and Safety Representatives, at an early stage.
- Identify and understand the nature and scope of the pending change so that an effective impact assessment can be conducted.

- Review preliminary project plans to identify risks. The depth and involvement of the risk identification should be dependent on the magnitude and complexity of the change.
- Develop, approve and implement action plans, which control the risks.

4 Consultation and Cooperation

4.1 Committee Structure

The Director of HR/OD will chair the NHS Lothian Health and Safety Committee on behalf of the Chief Executive. The Committee will be the means by which any changes in health and safety arrangements covering the organisation as a whole are discussed with staff health and safety representatives prior to implementation. Its constitution and membership are given in separate documentation which is held by every member of the Committee.

Hospital Site, operational and other services will also establish local health and safety committees and/or subgroups under joint chairmanship with partnership (see appendix 3). The function of these committees will be to set local arrangements for the governance of and compliance with the implementation of the NHS Lothian Health and Safety Policy and the objectives set by the Chief Executive, and to permit consultation with staff representatives on health and safety matters. The remit of these committees will be set locally and will be approved by the NHS Lothian Health and Safety Committee.

4.2 Consultation and Cooperation – General

Participation by staff supports risk control by encouraging “ownership” of health and safety policies, procedures and protocols. Pooling knowledge and experience through good participation, commitment and involvement means health and safety really becomes everybody’s business. NHS Lothian has a legal obligation to consult, not just inform, with all employees about those health and safety issues in the workplace that affect them.

NHS Lothian shall consult with recognised Trade Union bodies via the safety representatives they appoint under the *Safety Representatives and Safety Committee Regulations 1977*. All other employees not represented in this way shall be consulted, either directly or via representatives, elected by those employees that they represent, under the *Health and Safety (Consultation with Employees) Regulations 1996*. Staff at all levels are where possible to be involved in:

- Helping set performance standards
- Devising operating systems and procedures for risk control
- Monitoring and auditing, and
- Participating in problem solving teams

NHS Lothian shall actively encourage and support formal consultation for Health and Safety purposes through Local Partnership Forums, Staff Governance Committee and Health and Safety Committee. An elected Joint Chair Staff-side Health and Safety Representative is to be nominated, through the Employee Director for the Health and Safety Committee. Likewise elected staff-side representatives are required as members and joint chairs for the Operational Health and Safety Committees.

5 Joint Working with other Employers

Many of the premises occupied by NHS Lothian also house employees of other organisations. The senior managers with responsibility for the site(s) will ensure that arrangements are established for effective consultation on the health and safety implications of joint working and shared facilities.

Where employees of NHS Lothian work in the premises of another employer (e.g. the universities, local authorities, and external contractors) the relevant directorate/department manager will establish arrangements for cooperation and coordination to ensure the health and safety of staff.

6 The Health and Safety Management System

Legislation essentially requires us to identify, assess and control our significant risks. To do this well in a complex, multidisciplinary and resource-challenged healthcare organisation a management system or model is required. A safety management system (SMS) helps us to coordinate this effort by establishing a standard framework to manage health and safety risks to a level that is as low as reasonably practicable, in a consistent and structured manner.

If implemented effectively, this will enable NHS Lothian to improve its health and safety culture and increase consistency whilst minimising losses. It will also reduce the reactive nature of the organisation and urge to look for "quick fixes" to unexpected or unidentified risks, and improve resource management by prioritising real risks, and creating better control through improved planning and monitoring, so we all know the "right way" of doing things.

The Safety Management System is based on the Plan-Do-Check-Act (PDCA) principle, where the organisation's plans reflect the policy document and the implementation phase is dominated by risk assessment and application of controls. To assist with the delivery of the system a revised Template has been produced which will be the responsibility of a service higher level manager and will be held by them and then cascaded locally to their wards/departments. The operational implementation of this model and the revised Template is described in detail on the Health and Safety Intranet Homepage.

7 Occupational Health

In recognition of the potential of work to cause adverse effects on the health of individual members of staff, NHS Lothian has in place an occupational health service including consultant occupational physicians and qualified occupational health nurses. The department provides:

- Overall promotion of the physical and psychological health of all employees.
- Pre-employment assessment of fitness to work.
- OH support and guidance for employees when their health is affecting their ability to fulfil their terms of employment.
- Promotion of health and wellbeing – including dignity and respect – of employees in the workplace.
- Health surveillance and assessment to detect early signs of work-related ill health among employees exposed to certain health risks and acting on the results.
- Immunisation programmes for staff.

8 Audit of Performance

The Health and Safety Department will undertake regular audits of the health and safety management system. The audit package used will be dependent on which part and at what level the audit will be directed at, this can include a whole management system audit or a quite specific policy and procedure driven set of audits. The audit processes will provide an objective

appraisal to permit comparisons with previous findings or based on successive years, to identify areas for improvement and to highlight priorities for action. There will be a whole Health and Safety Management System Audit conducted every three to five years.

9 Review of Performance

The HR/OD Director, Director of OHSS and the Head of Health and Safety will on an annual basis, using specific key performance indicators undertake a review of the health and safety management system.

Managers are responsible for implementing the quarterly review of the significant risks, risk assessment process and action plans. This will take place throughout the organisation to facilitate a continuing improvement in health and safety standards and the appraisal of problems by the appropriate levels of management. The review reports will be one of the inputs to the NHS Lothian Health and Safety Committee in proposing new priorities for action annually.

For the effective continuing management of significant risks and for the implementation of action plans, where problems require an organised resolution, it is essential that an infrastructure is established to oversee the active management of risks throughout each service and department. As mentioned previously the quarterly review cycle is part of that infrastructure.

The quarterly review is an update cycle that embraces all risk issues identified within each service area. Quarterly reports on performance are submitted to each local Health and Safety Committee.

At each level, a review report will highlight issues requiring attention and will indicate where satisfactory resolution lies at a higher level.

10 Review of Policy

The Director of HR/OD in conjunction with the Director of Occupational Health and Safety and the Head of Health and Safety will review this policy every 3 years or following any significant change and recommend changes as required to the NHS Lothian Health and Safety Committee.

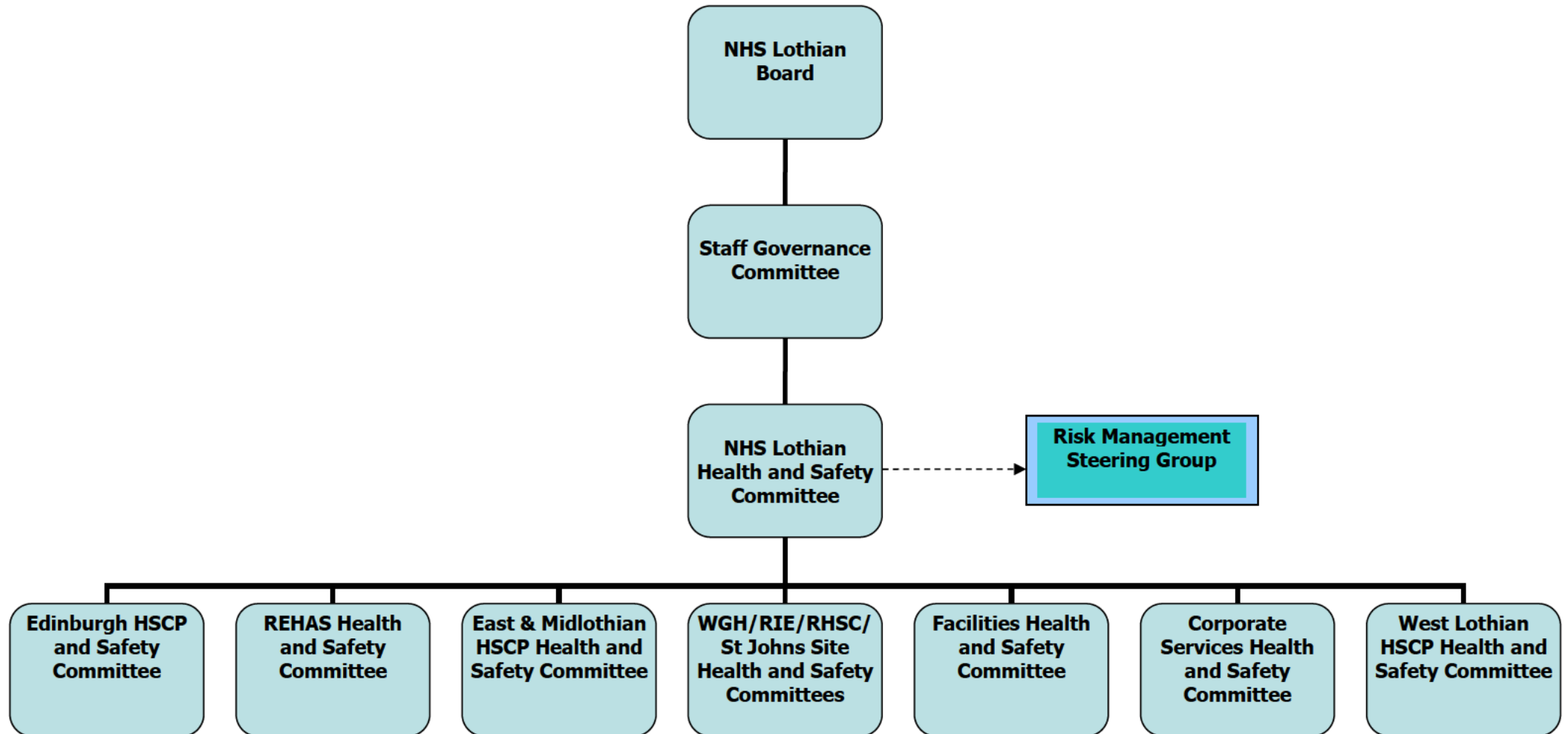
11 Equality and Diversity

Health and Safety issues are a concern for all staff and groups of users of NHS Lothian's services and premises. The equality & diversity page on the intranet includes a wide range of information about the issues and how these might be addressed.

Consideration must be given to particular groups who may be affected by more local policies and procedures as listed in the Know Your Rights – Assessment and Guidance Document

Appendix 1

HEALTH AND SAFETY GOVERNANCE CHART



Appendix 2

NHS Lothian Health & Safety Committee – Remit and Membership

1. Committee Role and Remit

The role and remit of the Health and Safety Committee, as a formal Sub Committee of the NHS Lothian Board is as follows:

Overall role and remit

- To develop, endorse, promote and review the NHS Lothian Health and Safety Policy aims and strategic objectives and to oversee implementation.
- To ensure that health and safety risks are identified and managed and that the NHS Lothian Board meets both its organisational and legislative requirements.
- To promote the ownership of health and safety as an integral part of the provision of high quality health and health care services.
- To ensure the organisation meets the Staff Governance Standard that entitles staff to an *“improved and safe working environment”*.
- To ensure that the appropriate level of competence in health and safety is identified, supported and maintained.
- To monitor health and safety performance and strive for continual improvement, both in the operational service and at a corporate level.
- To assure the NHS Lothian Board that effective systems are in place to effectively manage for health and safety.

These working arrangements have been developed to ensure that the committee functions efficiently, effectively and achieves its purpose.

Specific responsibilities

- To improve health and safety leadership, management commitment and employee participation
- To endorse Health and Safety Policies and recommend them to the Lothian NHS Board as appropriate
- To supervise the commissioning of health and safety policy development and consultation
- To monitor the dissemination and implementation of health and safety related policies across the organisation
- To inform and influence health and safety planning, developments and budgeting
- To consider the impact of significant change / service management processes on health and safety risks
- To consider and act upon enforcement representations, reports and factual information provided by Health and Safety Executive inspectors
- To monitor performance from Health and Safety internal audit reports, incident statistics and trends and provide direction for corrective action
- To monitor and oversee action planning arising from health and safety inspections, audits, and incident data
- Consideration of reports which staff-side health and safety representatives may wish to submit
- To communicate health and safety information and advice to the organisation
- To translate statutory and best practice requirements into operational targets for use by NHS Lothian
- To review and approve health and safety information reporting requirements
- To consider UK / Scottish Government proposals for new/amending legislation and recommend NHS Lothian responses
- To establish 'Short Life Working Groups' as it deems necessary to fulfil its obligations
- To establish and support Local Health and Safety Committees, adhering to the NHS Lothian Partnership Agreement.

Performance Targets

The Chief Executive, through the NHS Lothian Health and Safety Committee is responsible for ensuring that the appropriate processes and resources are in place to facilitate the achievement of the Health and Safety Policy aims and the Strategic Plan.

Standard Agenda

1. Matters Arising

1.1. See Action Checklist

2. Minutes for Adoption

3. Policy

4. Governance

5. Performance Management

5.1 Health and Safety Management Reports

5.1.1 Hospitals - WGH, RIE, St Johns, RHSC

5.1.2 Edinburgh CHP

5.1.3 East & Midlothian CHP

5.1.4 West Lothian CHCP

5.1.5 Royal Edinburgh Hospital And Associated Services

5.1.6 Facilities Management

5.1.7 Corporate Services

5.1.8 Manual Handling Update

5.1.9 Violence & Aggression Update

5.2 Risk Management Update

5.2.1 Fire Safety

4. Other Items for Approval

5. Any Other Competent Business

Items for the agenda can be lodged with either the Chair or the Committee Administrator up to 7 days prior to the meeting.

Boundaries and Accountabilities

- Promotion and ownership of health and safety as an integral part of the provision of health and healthcare services
- Recognition of the importance of developing a culture of continuous improvement
- Explicit structure, fully integrated into operational and performance management arrangements of Operational and Corporate Services
- Clarity about accountability, roles and responsibilities and reporting arrangements
- Harmonised approach, including policies, procedures, systems and processes
- Effective involvement of everyone at every level
- Focus on implementation, monitoring, audit and review
- Easy and quick access to competent advice as necessary
- Full understanding and ownership of the need for health and safety competence and agreement as to the best way to ensure this.

- Ensure the Health and Safety Strategic Plan is appropriately resourced

Reporting Arrangements: The NHS Lothian Health and Safety Committee will report to the NHS Lothian Board via the Staff Governance Committee, through the minutes of the meetings and through the Director of HR/OD.

2. Committee Membership The membership of the Committee includes:

- Director of Human Resources and Organisational Development – Chair
- Employee Director – Co-Chair
- Partnership representatives
- HSCP's, REHAS, Corporate,, and the Hospital Site Health & Safety Committees
- Director of Facilities
- Medical Director representative
- Nurse Director representative
- Finance Director representative
- Director of Occupational Health and Safety
- Head of Health and Safety
- Head of Manual Handling
- Head of Clinical Governance and Risk Management
- Head of Centre for Management of Aggression
- Infection Control Manager
- Other specialist advisers nominated by the Chair

2.2 Staff Side Representatives Each Trade Union/Professional Organisation will be invited to nominate one staff side health and safety representative to sit on the Committee. However in specific circumstances more than one representative may attend the Committee as appropriate and necessary.

2.3 Advisors. Advisors will attend the Committee but not be formal members. This should facilitate them providing independent advice. Membership can be supplemented by co-opted attendees to provide additional knowledge or expertise:

- Health and Safety Advisors
- Radiation Protection Advisors

The Chairmanship of the NHS Lothian Health & Safety Committee will be held jointly, between the Director of HR/OD and the Employee Director. Other Executive Directors and Board employees or representatives may attend as required.

Appendix 3

Arrangements

HEALTH AND SAFETY RELATED POLICIES

The following are matters for which there are Lothian wide Policies. The list will be updated on the health and safety homepage of the intranet, without complete revision of the Health and Safety Policy:

1. Alarm System and Emergency Response Policy
2. Alerts Procedure
3. Asbestos Policy
4. Blood Borne Viruses Policy
5. Control of Contractors
6. First Aid Policy
7. Hot Water Management Policy
8. Incident Management Policy
9. Incident Management Operational Procedure
10. Latex Policy for the Protection against adverse Reactions to Latex.
11. Legionella Policy
12. Liquid Nitrogen Policy
13. Lone Working Policy August 2011
14. Manual Handling Policy
15. Management of Occupational Road Risk
16. Preventing Slips, Trips and Falls Policy.
17. Restraint Policy
18. Risk Management Policy
19. Risk Register Operational Procedure
20. Stress
21. Violence and Aggression Policy April 2011
22. Window Management Policy
23. Working at Height Policy
24. Workplace Transport Policy

**Appendix 4.
Health and Safety Revised Template (Framework)**

Health & Safety Framework Document

Directorate:

Department:

Statement of Intent:

This framework statement identifies that the Head of Department..... has overall responsibility for health and safety

This framework statement communicates commitment to health and safety by, the Head of Department.

This framework statement establishes a commitment to treat health and safety as a core management function with the same priority as all other management functions.

This framework statement commits senior management to the provision of appropriate resources and also has a commitment to maintaining effective systems of communication on health and safety matters.

This framework statement gives a commitment to ensuring the Health & Safety competence of all NHS Lothian employees through the provision of relevant and appropriate Health & Safety training and support.

Management give a commitment to planning for safety by ensuring that the Health & Safety Manual, Template and quarterly reports are completed to the required standard of quality.

There is also a commitment to measure health and safety performance by reviewing progress made against plans on an annual basis.

Legal compliance is taken as the minimum acceptable level of performance but this framework expresses a commitment to progressive improvement in health and safety performance over and above legal compliance.

This framework statement gives a commitment to review and develop the framework document and also all related policies, procedures and protocols.

This framework statement recognises the responsibilities of managers in the implementation of the NHS Lothian Health & Safety Policy. It also recognises the contribution that all employees can make to policy implementation.

This framework statement is supplemented by written statements of arrangements that staff can use to guide them on health and safety issues at a local level.

This framework statement is also supplemented by written statements of organisation and an organisational chart. (See below).

Arrangements:

Organisational Chart:

Signed: Head of Department:

Date: