

## CORPORATE HEALTH & SAFETY POLICY

<b>POLICY REFERENCE NUMBER</b>	RM01
<b>VERSION NUMBER</b>	3
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Full re-write
<b>AUTHOR</b>	H&S Advisor
<b>CONSULTATION GROUPS</b>	HSSC, Quality Committee, Risk Management
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### POLICY SUMMARY

By implementing this policy and associated procedure, the Trust will ensure that it complies with statutory requirements under the Health and Safety at Work etc. Act 1974 (HASWA), the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR), and the Management of Health & Safety at Work Regulations 1999 (MHSWR).

It will also ensure compliance with the Health and Safety Executive (HSE) guidance on leading and managing health and safety. By adopting this policy and associated procedure the Trust can produce evidence that it has set out its organisational structure for managing health and safety which enables the Trust to comply with its statutory health and safety obligations.

**The Trust monitors the implementation of and compliance with this policy in the following ways;**

Implementation of this policy will be monitored by the Health, Safety and Security Committee.

A monthly risk management performance is produced and reviewed, this is disseminated to local SMTs for review at a local level and an Assurance report provided to the Quality Committee standing committee of the Board of Directors.

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is  
Executive Director of Corporate Governance & Strategy**

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**CORPORATE HEALTH & SAFETY POLICY**

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**APPENDICES:**

- Appendix 1: Organisational Responsibility
- Appendix 2: Committee Structure Chart

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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**Assurance Statement**

By implementing this policy and associated procedure, the Trust will ensure that it complies with statutory requirements under the Health and Safety at Work etc. Act 1974 (HASWA), the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR), and the Management of Health & Safety at Work Regulations 1999 (MHSWR). It will also ensure compliance with the Health and Safety Executive (HSE) guidance on leading and managing health and safety. By adopting this policy and associated procedure the Trust can produce evidence that it has set out its organisational structure for managing health and safety which enables the Trust to comply with its statutory health and safety obligations.

**1.0 STATEMENT OF POLICY**

- 1.1. The Health and Safety at Work etc. Act 1974 places duties on the Trust to ensure the health, safety and welfare of its employees at work (*section 2*) and ensure that the health and safety of its patients, employees, contractors and others to whom it owes a duty of care (e.g. visitors and other members of the public including disabled people, children and trespassers) is not put at risk (*section 3*).
- 1.2. The Board of Directors is committed to the provision of a safe place of work and a healthy working environment for all employees, clients, visitors, contractors, volunteers and those affected by, or involved in, the Trust's activities. The Trust will at least meet, and seek to exceed, the standards set for health and safety as stipulated by English and European legislation and will allocate sufficient resources to do so.
- 1.3. The Trust will provide such information, instruction, training and supervision in health and safety as is appropriate to the work involved and in accordance with analysis and regulations. Such training will include First-Aid, Fire Safety, Manual Handling, Food Hygiene and Corporate Induction (see the Induction and Mandatory Training Policy HR21).
- 1.4. The Trust will ensure that there are effective processes in place to consult with employees about their risks at work and preventative / protective measures and ensure that adequate two-way communication processes exist.
- 1.5. Managers will be provided with sufficient resources and support to effectively manage health and safety risks within their area of control. This will include access to competent health and safety advice.
- 1.6. This policy document, together with other risk management policies, procedures and local health and safety procedures, is intended to provide staff and contractors with sufficient clear information to allow them to work in a safe and healthy manner.

- 1.7. **All** staff have a duty to take reasonable care for the health and safety of themselves, for that of the people around them, for the work environment and for the buildings and equipment provided and must therefore comply with this policy.
- 1.8. The Trust will ensure that there is a consistent policy applied across the Trust in order to maintain and further improve health and safety standards.

**Signed**

A handwritten signature in black ink, appearing to read "Gary A. [unclear]", with a long horizontal flourish extending to the right.

**Chief Executive Officer  
For and on behalf of the Trust**

**Date: 18/03/2019**

## **2.0 DUTIES**

- 2.1. The organisational structure for health and safety management is represented diagrammatically at Appendix 1.
- 2.2. The associated procedure (RMPG01) states the responsibilities of the Board of Directors, Directors, Managers, Supervisors and all staff for health and safety issues within the Trust. Whilst the Trust has made clear its commitment to promote health and safety and put in place appropriate structures and arrangements, it cannot work alone.

## **3.0 PRINCIPLES/ARRANGEMENTS**

- 3.1. The Trust will thus ensure that it has in place effective structures and systems for the identification, assessment, control and monitoring of significant health and safety risks posed to its patients, employees, contractors and others (e.g. visitors and tenants). It will also have in place arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- 3.2. A robust governance structure will be maintained which ensures that health and safety arrangements are effectively monitored and managed locally across the Trust and issues escalated to the Trust board if appropriate.
- 3.3. This policy document and its associated procedure detail the structure and arrangements in place within the Trust to ensure that its commitment to the provision of a safe place of work and healthy working environment can be achieved. This policy and procedure provides a strategic framework which requires local managers to develop and implement local procedures (that may vary from area to area) to achieve the Trust's overall policy requirements.

## **4.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE**

- 4.1. The effectiveness of health and safety arrangements will be monitored in a number of ways including monitoring of incident reporting, audit arrangements and the risk register. These monitoring arrangements may be internal or external. Effectiveness will be monitored via local Quality and Safety groups, the corporate Health, Safety and Security Committee, the corporate Integrated Quality and Governance Committee and ultimately by the Board of Directors. The structure described to support the effective operation of health and safety management systems within the Trust is illustrated in diagrammatic form at Appendix 2.
- 4.2. Where Trust staff share accommodation with other services, e.g. Local Authorities, Social Services, etc., the landlord and/or managing agents or lead service (as agreed between all parties) in that particular premise shall take lead responsibility for health and safety within that building/premise.
- 4.3. This policy and associated procedure (RMPG01) will be reviewed on an annual basis or if there is reason to suspect it is no longer valid.

## **5.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

5.1. The following statutory guidelines have been considered in the development of this policy and procedural guideline:

- Health & Safety at Work etc. Act 1974 (HASWA)
- The Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)
- The Management of Health & Safety at Work Regulations 1999 (MHSWR).
- The Public Interest Disclosure Act 1988, or PIDA

5.2. A range of other Trust policies should be read in conjunction with this document, including but not limited to the following documents:

- Fire Safety Policy (RM02)
- Non Clinical Risk Assessment Policy (RM11)
- Adverse Incident, including Serious Incident Policy (CP3)
- Risk Management and Assurance Framework
- Control of Substances Hazardous to Health (COSHH) Policy (RM04)
- First Aid Policy (RM08)
- Conduct and Capability Policy / Disciplinary Procedure and other related HR policies
- Induction and Mandatory Training Procedure (HR21)
- Time Off for Trade Union Duties (HR11)
- Raising Concerns (Whistle Blowing) Policy and Procedure (CP53)
- NHS Freedom to speak up: raising concerns (whistleblowing) policy for the NHS
- Health & Safety of Young Persons Policy (RM15)
- Security Policy (RM09)
- Moving and Handling Policy (RM03)
- Restrictive Practice Policy (RM05)
- Display Screen Equipment (DSE) Policy (RM07)

**END**