

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**LOCAL HEALTH AND SAFETY ARRANGEMENTS  
PRO-FORMA**

**1.0 Health & Safety at Work**

**1.1. Framework for Local Rules**

These rules have been prepared with reference to the provisions of the Health & Safety at Work etc. Act 1974, the Workplace (Health, Safety, and Welfare) Regulations 1992, and the Management of Health & Safety at Work Regulations 1999 and the Trust's Corporate Health and Safety Policy (RM01)

**1.2. Location**

These rules apply to the following area:

**1.3. Scope of Local Rules**

These rules will apply to all staff employed in the Department (including Bank, Agency and Locum Staff) as well as clients and visitors.

**1.4. Managerial Responsibility for Health and Safety**

Manager's Name:

Under the legislation cited above employers must safeguard, as far as is reasonably practicable, the health, safety and welfare of the people who work for them. This applies in particular to the provision and maintenance of safe plant and systems of work and covers all machinery, equipment and appliances used. "Employer" refers to Essex Partnership University NHS Foundation Trust.

The Head of Department (or in their absence, a nominated deputy) is managerially responsible for the safety of the Department. They are for all areas and tasks undertaken within the department to maintain the requirements of current health & safety legislation and guidance.

The department Health & Safety representative is:

Responsibilities of the manager include the following:

- a. To ensure the health, safety and welfare at work of staff, patients, service users, visitors and contractors attending the department.
- b. To ensure that information (which may include departmental procedures, instructions, training and supervision) is provided as necessary.
- c. To take immediate action in the event of an emergency as detailed in the department Emergency Evacuation Plan.
- d. To liaise with other representatives employed by the Trust or any other relevant parties as may be necessary.
- e. To ensure that all rules for Health and Safety are observed within the Department.
- f. To ensure that suitable and sufficient Workplace Risk Assessments are completed and reviewed annually or before if there has been any departmental changes that affect the content of the risk assessment.
- g. To ensure, with the Risk Management Department, that the Health & Safety inspection is undertaken and any necessary corrective action from the report is undertaken within the timescale agreed at the time of the inspection.

### **1.5. Staff Responsibilities for Health and Safety**

It is the responsibility of each member of staff to be familiar with and to comply with local Health and Safety rules. Failure to do so could result in action being taken under the Trust's Policies & Procedures on Conduct & Capability in Employment.

Employees have a duty under the Health & Safety at Work etc. Act 1974 to take reasonable care to avoid injury to themselves or to others by their work activities and to co-operate with employers and others to meet statutory requirements. This Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare.

### **1.6. Health and Safety Representatives**

A recognised Trade Union may appoint a Safety Representative to represent employees in the Department. The Safety Representative may raise matters affecting the Health and Safety of employees as a whole, as well as matters relating specifically to an individual member of the Union.

Health & Safety Representatives may be appointed who are not Union members. The Representative will be a member of staff who has volunteered and agreed to undertake the role and been accepted by the employees within the Department. The Safety Representative may raise matters with Trust Management affecting the Health & Safety of employees.

### 1.7. Occupational Health

The Occupational Health Department serve all employees of the Trust and any member of staff may approach the Department if they are concerned about their health at work.

The Occupational Health Department undertake health screening of specific and newly appointed staff and may make recommendations regarding the health of an employee.

### 1.8. Risk Assessors

It shall be the responsibility of the Departmental Manager to undertake or arrange for appropriate Risk Assessments in their Department.

The Department manager will ensure that the outcomes of the risk assessment(s) are disseminated to all staff at team meetings.

The Department Manager will ensure that Risk Assessments are reviewed as appropriate

### 1.9. Health and Safety Inspections

**Health and Safety Inspections** will be completed as specified in the Corporate Health & Safety policy as listed below:

Priority 1 Locations	Inpatient Areas	12 monthly
Priority 2 Locations	Outpatient Areas	18 months
Priority 3 Locations	Staff Bases	24 Months

The inspection will be arranged three months in advance of the scheduled completion date by the Risk Management Department. The Inspection will be undertaken by the appropriate member of staff from the department, and will include the Department Manager, Estates Representative and Union Health & Safety Representative.

Completed Inspections will be distributed to the Department Manager together with a copy of the action plan which will be distributed to the Estates Department and the Quality and Safety Committee for discussion and completion of actions. The Health, Safety and Security Committee will monitor the progress through the action plans from the Quality and Safety Committee.

**2.0 General Information Relating to Hazards**

**Emergency Telephone Numbers**

All areas will undertake to identify the appropriate emergency contact numbers for their area and display them accordingly for the information of the staff. The contact numbers should include but not limited to:

<b>Emergency Services</b>	
<b>Resus Team</b>	
<b>Estates on-call</b>	
<b>Site Officer</b>	

**Accident/Incident Reporting**

All accidents/incidents should be reported immediately to the Department Manager or other person in charge.

An electronic DATIX Incident Report form should be completed for any accident/incident or near miss. Details of the incident will automatically be saved on the system.

**First-Aid**

The Appointed Person/s for First-Aid are:

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The First-Aid Box is located:

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**Manual Handling**

The appointed manual handling risk assessor/trainer is Richard Naylor.

All manual handling injuries should be reported via the DATIX on-line reporting system. Any back injury resulting in lost time from work must be reported to Occupational Health by the Department Manager immediately.

**2.1. Fire Precautions**

A Floor Plan indicating the location of fire exits, fire call points and fire fighting appliances is located next to the fire control panel

All staff should be familiar with the Trust’s Fire Policy & Procedure (RM02). A copy of this document is available on the intranet.

The fire assembly point is:

Advice on Fire Safety matters can be obtained from the Fire Officer, on: 01206 334506

The Fire Procedure Manual can be found at:

## 2.2. Warning Notices

A list of standard symbols used within the Department should be attached to this document and labelled “Appendix 1”.

The Manager is responsible for ensuring that these warning signs are displayed.

## 2.3. Protective Clothing

Protective clothing if required is provided as follows:

Type	Purpose

The Manager is responsible for ensuring that appropriate protective clothing is available to staff and is worn in the Department, is maintained in a good condition and replaced as necessary. Employees are required to report to their Manager any defective protective clothing.

## 2.4. Waste Disposal

All staff should be familiar with and comply with procedures governing waste disposal. In particular staff must ensure that waste is appropriately segregated and according to the Waste Management Policy (RM13)

## 2.5. Electrical Equipment

Care must be taken to avoid overloading sockets and to ensure that flexes are not hazardously positioned. All electrical equipment should be unplugged when not in use.

All electrical equipment must be checked and undergo a Portable Appliance Test (PAT) by the Estates Department **prior** to being brought into use.

## 2.6. Common Areas, Floors and Corridors

The Manager is responsible for all areas noted in Section 1.2 and any obstruction, failed lights, spills or other hazards should be reported to them.

## 2.7. Maintenance of Equipment

Any defect in equipment should be notified to the Manager who will arrange repairs as appropriate.

Faulty equipment should be clearly labelled and, where possible, removed and placed in a secure area to prevent accidental use.

## 3.0 Particular Hazards in the Department

### 3.1. Local Hazards Covered by Departmental Procedures & Codes of Practice

The following hazards may occur in this department and require special attention. All staff whose duties include work relating to these hazards must be familiar and comply with Codes of Practice/Procedures as detailed below: (e.g.: *radiation, infection control, asbestos, confined spaces, etc.*)

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### 3.2. Other Local Hazards

All staff are required to observe the following precautions when dealing with specific equipment or procedures, as listed below: (*List of hazards where safe practice can be stated in a simple statement eg: guillotine - safety guard must be kept in place at all times, lifting and handling equipment, etc.*)

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### **3.3. Environmental Factors**

*(e.g. special measures involving heating, lighting, and ventilation requirements.)*

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<b>4.0 Operation of Local Rules</b>
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#### **4.1. Revision of Local Safety Rules**

The Manager is responsible for updating the safety rules when necessary and, in particular, must ensure that all equipment, materials and systems of work introduced into the Department are inspected to identify potential hazards.

In addition, the Manager must undertake a full revision of the local rules on an annual basis following a safety visit/inspection.

The Manager must ensure that all staff employed in the Department are informed of local safety rules and any amendments as and when they occur.

The Manager must ensure that all the necessary Risk Assessments have been undertaken as defined within the 'Management of Health, Safety & Welfare Regulations 1992, Regulation 3'

#### **4.2. Training**

It is the responsibility of the Manager to ensure that all staff are fully trained in safe working procedures, including all Codes of Practice mentioned in this document.

All staff will undertake a Corporate Induction in accordance with the Induction and Mandatory Training Policy (HR21). It is also necessary for a local induction to be completed by all staff as soon as they are assigned to a ward or unit. Evidence that this has been completed will be maintained by the manager in the staff members personnel file and will be produced if requested during a Health & Safety Inspection.

Further information about mandatory and recommended training is contained in the OLM Training module on the intranet.

#### **4.3. Monitoring Safety Arrangements**

The Manager will ensure that safety arrangements within the Department are reviewed. All staff have a responsibility to be familiar with departmental requirements and to report any instances of non-compliance to the Department Manager.

#### 4.4. Inspection of the Workplace

The Manager or their Deputy must undertake a Departmental Fire Safety and Health & Safety check (RMPG02 Appendix 6), at monthly intervals and record their findings which will be discussed with the staff during team meetings and recorded in the minutes of the meeting.

Copies of all Fire Safety and Health & Safety check paperwork will be made available to the Union Safety Representative upon written request from the Union Safety Representative to the Department Manager.

Union Health & Safety Representatives are entitled to inspect the Department, providing they give at least two week’s notice in writing to management and providing that the area or part of it has not been inspected during the previous three months. Any safety issues occurring between inspections should be brought to the attention of the Manager.

<b>5.0 Policy Responsibility</b>
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The fixed text of this pro forma will be reviewed and updated as necessary by the Risk Management Department.

It is the responsibility of the Manager to ensure that the local information is kept up-to-date.

<b>6.0 Signature of Department Manager</b>
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The following section must be completed to confirm accuracy of the information provided and the scheduled review date.

<b>Name (PRINTED)</b>	
<b>Signature</b>	
<b>Title</b>	
<b>Date</b>	

<b>Review Dates</b>	<b>Reviewed</b>