

Health and Safety Policy

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Owner:	Janette Barnes
Job title:	Occupational Health & Safety Service Manager
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Equality statement

This document demonstrates commitment to create a positive culture of respect and equal opportunities for all individuals, including staff, patients, their families and carers as well as community partners. The intention is, to identify and remove unlawful discriminatory practice contrary to the Equality Act 2010 on the grounds of age, disability, sex, gender reassignment, pregnancy and maternity; race; sexual orientation; religion or belief; marriage and civil partnership.

It is also intended to use the Human Rights Act 1998 to promote positive practice and value the diversity of all individuals and communities. This document is available in different languages and formats upon request to the head of corporate governance.

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Policy summary

This policy can be accessed by staff via SASHnet or via their line manager in the area they work. All staff need to be aware of their responsibilities regarding the Trust Health & Safety Policy

This summary sheet highlights the key things you need to know:

Theme/issue	Policy page
Responsibilities – outlines core groups duties in relation to the provision of effective Health & Safety throughout the Trust	6-13
Details Health and Safety Framework	14-15
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1 Rationale

The purpose of this policy is to detail the Trust beliefs, values and responsibilities to make a healthy workplace for all persons on Trust premises, increasing staff wellbeing and reducing risks through the provision of its services.

2 Purpose

Statement of intent

Surrey and Sussex Healthcare NHS Trust (The Trust), the Board of Directors and I are committed to ensuring the Health, Safety & Wellbeing of all staff, patients, contractors and members of the public who are in any way affected by the Trust's activities.

Collectively we will ensure the provision of appropriate resources, including, staff, finance and equipment to enable the organisation to conduct its activities in a safe and effective manner and, in accordance with Statutory and Regulatory requirements.

Through our managers we will endeavour to reduce risks by ensuring staff have the right skills and competencies for the job, are appropriately supervised and have access to educational programmes that allow all staff to understand their responsibility in the provision of safe systems of work and safe working environments.

In our vision to achieve the highest levels of Safety Performance and deliver the highest standards of patient care we will look to embrace best practice from the wider healthcare community and pro-actively seek out innovative and dynamic initiatives that will support our policies and aims.

In delivering these aims, the board and I expect and require that all those working within the Organisation will embrace this policy and conduct themselves in a safe manner at all times.

Collaboratively we will ensure that a positive Health, Safety & Wellbeing culture is sought and nurtured throughout the organisation and that the policies, procedures and guidelines that are in place to support this statement are effectively communicated and adhered to by all.

Signed:
Chief
Executive



Date: 11 July 2018

3 Scope

All staff and other persons working on Trust premises.

'In the event of an infection outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should invoke the Business Continuity Plan (BCP), all possible action must be taken to maintain ongoing patient and staff safety'

4 Responsibilities

This section of the policy sets out who is responsible for implementing the Statement of Intent, by identifying the responsibilities of different levels of management and specific functional roles.

4.1 Chief Executive

Has the ultimate responsibility and is accountable for Health and Safety within the Trust, and will ensure that: -

- The Board, Directors and Executive Team understands and accepts its responsibilities and accountabilities for the implementation and monitoring of the Health and Safety Policy
- The requirements of health and safety legislation are applied throughout the organisation
- Matters of Health and Safety are discussed and monitored at Trust Board
- The Trust's Policies and Codes of practice are observed
- That appropriate resources are made available to meet these requirements
- There is a 'named' executive lead for Health, Safety & Wellbeing for the organisation

The framework which identifies the levels of management responsible for implementing and monitoring health and safety within the Trust is as follows: -

4.2 Executive Board Director with specific responsibility for Health and Safety is responsible for:

- The effective co-ordination of all workplace health, safety and wellbeing matters in the Trust
- Ensuring the provision of an appropriate occupational health service for the Trust and its staff

4.3 Executive Team

The Executive Team has responsibility for ensuring that all Executive Team decisions reflect effective health and safety risk management. It will provide leadership through written and oral communications, and by its physical actions, and ensuring that health and safety risk management is resourced at all levels as required in meeting its duties.

In carrying out these responsibilities, the Executive Team will be made aware of, and keep abreast of, the appropriate health and safety legislation.

4.4 Divisional Managers/Corporate Team Leads

Have specific responsibility for the management of health and safety within their Divisions/Corporate Teams and have a direct responsibility to their immediate line manager for implementing the Health and Safety policy of the Trust. To enable that responsibility to be effectively discharged they must: -

- Integrate health and safety aspects with all business activities/reviews through the management structure
- Ensure that staff safety forms an integral part of their Governance agenda
- Ensure that all employees receive health and safety training commensurate to their field of employment and level of exposure to risks
- Investigate serious accidents and take appropriate steps necessary to reduce future risks
- Identify hazards associated with their areas of work, and in conjunction with specialist advisors, recommend ways of eliminating them
- Know and keep abreast of the appropriate health and safety legislation

4.5 Managers

All managers have a direct responsibility for implementing the Health and Safety Policy of the Trust and to positively reinforce staff health and wellbeing whilst at work. To enable that responsibility to be effectively discharged they must:

- Ensure that all staff who they manage know and understand their responsibilities under the Health and Safety Policy, and that they are equipped through information, training and supervision to play their part
- Undertaking the appropriate risk assessments as for generic hazards or those identified in other policies such as Manual Handling, Display screen equipment etc.
- Know and operate within all legal and Trust requirements applicable to work within their areas of responsibility. This involves the regular checking of these requirements against actual practice
- Promote appropriate health and safety programmes
- Ensure that all health and safety operating procedures and instructions are known and observed. Regularly review and examine these procedures and instructions in practice and discuss them with employees concerned with the aim of ensuring that they are still workable and understood
- As part of the normal routine, maintain high standards of housekeeping through auditing of health and safety practices relating to the operation of the department
- Ensure that health and safety receives full consideration in current Trust practices, planning new methods of work, use of new equipment and the commissioning or carrying out of health and safety risk assessments as required by Trust Policies

- Ensure that the health and safety training needs of all staff are identified and training is carried out to enable staff to perform their duties correctly
- Ensure no new or transferred employee is required to undertake any task without appropriate instruction, information, training or supervision
- All training should be evaluated for its effectiveness and recorded
- Ensure that after formal assessment for suitability and appropriateness, personal protective clothing and safety equipment is readily available and used at all times, where such clothing and equipment is necessary to safeguard employees safety
- At all times set a good example for employees to follow
- Ensure that all injuries and dangerous occurrences, near misses (however slight), and exposures to hazardous materials are reported in accordance with the Trust's adverse incident reporting procedure, ensuring all necessary investigations and reporting procedures are carried out
- Examine all accident reports and implement any remedial actions
- Ensure that health and safety considerations are incorporated in job descriptions
- Periodically inspect and monitor working practices to ensure compliance with relevant legislation and best current practice

4.6 Head of Health & Safety

- Ensures that the Trust has a robust Health & Safety Policy outlining the commitment of the CEO and the Trust Board, to ensure the Health & Safety of all persons who either work for, or come into contact with, the Trust's estates and activities.
- Brings to the attention of Divisional Managers and employees' representatives all new health and safety legislation, regulations and codes of practice and with their co-operation making arrangements for the introduction and implementation of these
- Liaises effectively with the Health & Safety Executive (HSE), and other safety related external agencies, on behalf of the Trust
- Regularly monitors and reviews all existing Trust wide policies relating to H&S and ensure that all H&S policies are readily available to all staff, that changes are effectively communicated and that they are robustly implemented.
- Develops H&S training and ensures that implementation strategies facilitate compliance and contribute to the Trust's broader Education Strategy.
- Analyses H&S related Trust wide adverse H&S events, ensuring appropriate investigation, production of detailed reports, and reporting as appropriate. for relevant groups, identifying trends and recommending consequential change/s as required.
- Produces an Annual Health & Safety Report for the Board setting out the achievements and shortcomings of the previous 12 months and making recommendations to bring about future improvements
- Provides Health and Safety Reports to the Trust Board as required

- Acts as the nominated 'competent person' for the Trust as required in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

4.7 Other Specialist Advisors

These advisors are responsible for the areas in which they are qualified or have competency to do so. The Trust currently supports the following advisors:

Fire Safety Manager

- The Fire Safety manager (FSM) is responsible for ensuring the development and implementation of the Fire Safety Management policy ensuring that safe systems are in place for the continuous effective management of fire safety risks as required by statutory, national, local regulations, department of health directives and other related Trust policies.
- The FSM will put in place an effective system in order to audit divisional compliance with the Trust Fire Management policy and to analyse fire related Trust wide adverse events producing reports as necessary for relevant groups, identifying trends and implementing changes required.

Occupational Health

The Occupational Health, Safety & Well-being Service are responsible for the assessment and enhancement of fitness for work, for advising about control of health risks in the workplace, and for leading staff health and wellbeing, specifically by providing:

- pre-placement screening
- immunisations against infectious diseases
- management of sharps and contamination incidents
- health surveillance
- staff support and counselling
- advice about adjustments to work on health grounds
- rehabilitation back to work after illness
- special advice to managers on generic risk assessments
- advice to managers on individual risk assessments (taking account of individual susceptibility due to pregnancy or health problems)
- health promotion and wellbeing advice
- regular feedback to Trust Board on work-related ill health

The Occupational Health service is led and staffed by Specialist Practitioners, with additional training. The service is impartial and confidential, aiming to give objective advice to both employees and managers. Employees' OH records are held securely and are not accessible to anyone outside the OH service. Information about individuals will not be passed to anyone without that individual's consent.

Radiation Protection Adviser

The Radiation Protection Adviser is a suitably qualified and competent person appointed under the Ionising Radiations Regulations 2017, and is responsible for:

- Providing advice and guidance in the safe management and use of radionuclide and radiation generating equipment and the safe storage and disposal of any contaminated waste
- Advising the Trust regarding arrangements to undertake and document risk assessments, procedures and systems of work relating to radiation generating equipment and the use of radioactive materials
- Providing reports for committees and advising on the updating of relevant Trust Policies
- Advising on the investigation of incidents involving ionising radiation and on planning for Major incidents involving radioactive materials

Moving & Handling Advisor

Acts as the principle advisor for all Trust moving and handling activities by providing moving and handling information, expertise and advice within the Trust on the suitability of moving and handling aids and appropriate training for both staff and patients in order to ensure Trust wide compliance with statutory national and local moving and handling regulations.

Supports Nominated Moving and Handling Leads in providing moving and handling information, expertise and advice to their areas by chairing bi-monthly meetings in order to promote and adapt safer moving and handling practice in areas where moving and handling is challenging.

Infection Prevention Team

The Infection Prevention Team are responsible for providing the Trust with advice and guidance on infection prevention and control matters, for supporting staff in the implementation of infection prevention policies, and assisting with risk assessment where complex decisions are required. The Infection Prevention Team are also responsible for reporting, as remit of safety work stream, to the Trust Safety Steering Group and reporting related health and safety issues i.e. decontamination, to the Corporate Health & Safety Committee (CHSC)

Security Manager

The Security Manager for the Trust is the appointed Local Security Management Specialist (LSMS) and will undertake the duties of an LSMS in accordance with Secretary of State Directions to health bodies on measures to tackle violence and general security management measures, and any subsequent advice or guidance issued by the NHS SMS. This includes:

- ensuring that all NHS security management work is carried out within a professional and ethical framework developed and provided by the NHS Security Management Specialist (SMS).

- To ensure that an inclusive approach to security management work is taken, involving both internal and external NHS stakeholders where appropriate and necessary
- To report to the Security Management Director (Director of Operations) on security management work locally
- To lead on day-to-day work to tackle violence against staff and professionals in accordance with the NHS SMS national framework and guidance.
- Ensure appropriate steps are taken to create a safe and secure environment within the Trust and amongst contractors so that staff and patients accept responsibility for this issue and ensure that any security incidents or breaches that occur are detected and reported
- Attend the Trusts risk management, health and safety and audit committee meetings and ensure appropriate links are made with the Trust risk assessment process, including the Trust health and safety representatives, so that security-related issues are an integral part of that process
- Participate in the health body's induction programme for new staff and develop and deliver security awareness sessions for stakeholders
- Ensure lessons learnt from security incidents and breaches are fed into risk analysis, both locally and nationally, so that appropriate preventative measures can be developed
- Ensure security incidents are reported using the NHS SMS reporting system, ensuring that investigations take place where appropriate, risks are assessed and preventative measures are developed (this will include participation in local and national risk identification projects)
- Ensure security incidents and breaches are investigated in a fair, objective and professional manner so that the appropriate sanctions are applied and measures put in place to prevent recurrence
- Ensure consideration is given to cases not progressed by the police or CPS and, where appropriate, work is undertaken with the NHS SMS Legal Protection Unit and the health body, and redress is sought where appropriate.

Workforce and OD Directorate

The Director of Organisational Development & People has responsibility for ensuring a robust strategic approach is adopted addressing issues of employee's health, safety and wellbeing. This includes:

- The development and implementation of a series of policies which are compliant with health and safety legislation and which reflect the support mechanisms in place to assist and support employees health, safety and well-being.
- The commissioning and development of appropriate staff support services.

The Workforce Directorate are responsible for providing awareness sessions for staff and coaching for managers on the implementation of policies and HR best practice.

4.8 Trust employees

All employees have a responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
- Co-operate with the Trust on health and safety issues
- Not interfere or misuse anything provided for their or others health, safety or welfare
- Use any equipment, personal protective equipment (PPE), and procedures provided by the Trust, take reasonable care of it and to report any accidents, defects damage, unsafe acts or conditions, near misses or loss as soon as reasonably possible
- Be aware that wilfully or intentionally interfering or misusing equipment, procedures or safe systems of work will be subject to disciplinary action (See Trust policy on Disciplinary procedures)
- Ensure they report immediately any ill health, stress or other medical condition which may be work related or affect their ability to work safely
- Ensure they attend any health & safety induction or training courses provided for them

4.9 Role of TU Safety Representatives / Coordinators

Trade Union Health and Safety Representatives have the following responsibilities:

- To represent Trust employees in consultation and co-operation with managers with a view to developing measures to ensure the health and safety at work of employees
- To highlight potential hazards, risks and dangerous occurrences in the workplace (whether or not they are drawn to their attention by employees they represent) and to be proactive by assisting in preventing accidents and adverse incidents in the workplace
- To investigate complaints by any employee whom they represent relating to that employee's health, safety or welfare at work
- To make representations to Trust management on any matter affecting the health and safety of employees in the workplace
- To assist in Health & Safety Audits when requested
- To attend and contribute towards Health & Safety Committee meetings

It is the responsibility of each of the accredited Trade Unions and the Joint Negotiating and Consultative Committee to inform the Corporate Health & Safety Committee, in writing of their current health and safety representatives and any changes to this

4.10 All Contractors employed by the Trust

All contractors and sub-contractors under the control of or employed directly or indirectly by the Trust must undertake their work in a safe manner. This work must be undertaken

in accordance with statutory safety requirements and the Trust's policies and procedures. They must ensure that:

- Before starting any work on Trust Premises all contractors and sub- contractors must attend an Estates induction.
- For all planned works Contractors must supply Risk Assessments and Method statements (RAM's) five clear working days before the work is due to commence.
- All Contractors or Sub-contractors must sign in and out with the Estates department.
- Contractors must hold qualifications for the type of work being undertaken and any trade cards associated with the work being undertaken e.g.
 - Gas safe card for all Gas works
 - JIB card for all Electrical works
 - Water regulations card for all Water related work.
- They and other self-employed persons (engaged on Trust business) assess and document the risks of their work and undertakings and make provision to protect themselves and others in respect of their own work activities.
- That they are competent and authorised to carry out the required work and they have the supporting documentation to evidence this through risk assessments, safety plans and/or method statements, permits to work, etc
- That all their employees (& sub-contractors) are appropriately informed, instructed and trained in health, safety and welfare related matters pertaining to their own and Trust work activities
- That reasonable steps are taken to ensure co-operation and communication between all contractors and Trust staff and other relevant persons
- That they report significant accidents and incidents to the Trust when undertaking their work and incidents that fall within Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995 which occur as a result of the contractor's undertakings
- That they provide safe access to and from their workplace for their own staff and all others affected by their undertakings and put in place provisions to deal with a fire and do nothing to compromise the fire systems and procedures already in place within the Trust

4.11 Volunteers and Charitable organisations

Even though charity and voluntary workers generously give their time, work and expertise to the Trust, these people are regarded as honorary employees in the eye of the law and as such are bound by the same health and safety conditions as all other Trust staff. Charity or voluntary workers or any Trust manager or representative responsible for them must ensure that:

- Risk assessments are undertaken and the identified risks are managed.

5 Health & Safety Management Framework

Consultation with staff is essential if the management of health and safety is to be effective. The following structure will provide opportunities for the involvement of a wide number of staff.

5.1 Board level meetings

- To receive reports from the Health and Safety Committee for action.
- To ratify policies consulted on at Health and Safety Committee
- To make strategic recommendations regarding health and safety issues to Trust Board.

5.2 Trust Health and Safety Committee

The Trust has an established Health and Safety Committee as the main forum for dealing with health and safety management issues. The Committee is also used to meet the statutory requirement to consult staff representatives on health and safety issues.

- To receive reports from members of the Divisional Health and Safety groups and/or Divisional Governance and Risk meetings, advisors and health and safety groups for action, and pass on any unresolved risks to the Executive Committee.
- To monitor the health and safety performance of the Trust.
- To review incident statistics and take appropriate action if specific accident trends are identified.
- To agree the Annual Report for Trust Board, reporting on the year's progress and giving recommendations, on high risk areas, for the coming year.
- To consult on policies prior to ratification.
- The Health and Safety Committee, with the agreement of the Executives Committee will produce Terms of Reference reflecting its role and the needs of the organisation.
- The Health and Safety Committee meets every 2 months.

5.3 Divisional Governance and Risk Groups

- To meet as necessary to receive reports from Safety Representatives / Coordinators and managers so that issues can be resolved. Any unresolved issues should be referred to the Trust Health and Safety Committee.
- To review a monthly H&S report to monitor health and safety performance including incident statistics to identify any trends, hazardous practices or faulty equipment so that appropriate action can be taken to eliminate or minimise risks.
- The Group will produce its own Terms of Reference reflecting its role and the needs of the organisation.

5.4 Departmental Health and Safety Groups

These may be convened where there are highly specialised areas needing detailed work to be carried out, which are outside the remit of the Divisional or Service Group.

6 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 places an 'absolute duty' on employers to carry out risk assessments, which should be a record of:

- identified hazards arising from or in connection with the work;
- who will be affected by the hazards;
- the control measures in place or proposed control measures;
- evaluation of the risk
- review date

Health & Safety Risk assessments are required to be undertaken for tasks/ environments/ situations identified as presenting a **significant** risk of injury either to Trust staff, visitors or patients. Risk assessments should be completed using the Trust's Generic Health & Safety Risk Assessment Form and these should be monitored and reviewed in the following circumstances:

- whenever there is a significant change e.g. staff, environment or equipment;
- after an accident or 'near miss';
- after non-compliance identified through audits and inspection programmes
- at least annually

Risks that cannot be managed and actioned locally should be escalated to the risk register following guidance contained in the Risk Management Policy and Procedures .

Health & Safety Risks relating to the following hazards, COSHH, Visual Display Unit use, Moving and Handling of patients or equipment and Stress should be identified and recorded using the specialised risk assessment forms contained in the related Trust policies:

- Control of Substances Hazardous to Health (COSHH) Policy
- Display Screen Equipment Policy
- Moving and Handling of Loads Policy
- Management of Stress Policy
- Dermatitis and Latex Policy

7 Communication and Dissemination plan

The Trust Health and Safety Policy will be displayed on SASHnet

The Trust Head of Health and Safety will provide updated information to Divisional teams at monthly meetings

The Divisional Managers will disseminate health and safety information through departmental co-ordinators as appropriate and ensure that this information is passed onto all staff.

Health and Safety is included in the Trust Corporate induction programme held monthly for all new staff.

8 Compliance monitoring arrangements

The policy will be monitored by the Health and Safety Department for its effectiveness by:

- undertaking an annual audit
- producing incident rate reports for Divisional/Directorate Management meetings and Trust Health and Safety Committee

9 Training to ensure compliance with this policy

Details of training course dates and registration information, Statutory and Mandatory Training, Corporate Induction and refresher training are advertised on SASH net under Education, Training and Organisational development and details of training requirements are outlined in the Training Needs Analysis.

Specific training including local induction related to the particular work activity must be provided by managers. Where the use of specialist equipment or work practices is required, suitable training will be arranged by the relevant manager.

A range of Health and Safety training courses is provided for managers and staff by the Head of Health & Safety Manager/Moving & Handling Adviser. These include:

- H&S Lead coordinators
- H&S Risk Assessments
- Control of substance hazardous to health (COSHH)
- Moving and Handling clinical handling
- Moving and Handling load

10 References and associated documents

The Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999 (2002)

The Health and Safety Executive (HSE) <http://www.hse.gov.uk/>

Corporate Health and Safety Committee Terms of Reference

Safety Representatives and Safety Committees Regulations 1977 (as amended) and
Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

Associated documents

Title of document	Date	Author
Safe Moving and Handling	2017	Gavin Chambers, Senior Back Care Consultant
Health and Safety Strategy	2018	Jill Bartlett, Head of Health and Safety
Environmental Slip, Trips and Falls policy	2018	Jill Bartlett, Head of Health and Safety
Personal protective Equipment Policy	2018	Jill Bartlett, Head of Health and Safety
Work Equipment Policy	2018	Jill Bartlett, Head of Health and Safety
An organisation wide Risk Management Policy		Katharine Horner
First Aid At Work Policy		Diane Mahoney
An Organisation wide Policy and Procedures for the Reporting, Management and Investigation of Incidents (including Serious Incidents)	2015	Kim Rayment
The Risk Management Strategy	2014	Kim Rayment

11 Glossary

Acronym/abbreviation /term	Meaning
Reasonably Practicable:	means that you have to take action to control the health and safety risks in your workplace except where the cost (in terms of time and effort as well as money) of doing so is "grossly disproportionate" to the reduction in the risk.
Competency:	knowledge, skills, qualifications, training, experience or ability to undertake a particular job, the term 'competent person' also refers to the roles and responsibilities of those managing health & safety matters
Employee:	means any member of staff who holds a contract of employment directly with the Trust
Contractors:	persons or agencies engaged by the Trust to provide a specific service. This includes bank staff, agency staff, staff employed by other Trusts, organisations and agencies occupying Trust premises
Hazard:	a hazard is anything with the potential to cause harm e.g. chemicals, electricity, working at height, noise etc
Risk:	the likelihood that the hazard will actually cause harm, injury or damage; it also considers the consequences, extent and outcome of a hazardous event occurring
Suitable and Sufficient:	that all significant hazards have been identified, the risks have been properly evaluated considering likelihood and severity of harm, measures necessary to achieve acceptable levels of risk have been identified, actions have been prioritised to reduce risks, the assessment will be valid for some time, actual conditions and events likely to occur have been considered during the assessment, everyone who may be harmed has been considered
Young person:	is anyone under eighteen years of age (young people). The law on working time defines a young worker as being below 18 years of age and above the Minimum School Leaving Age.
Approved Code of Practice (ACOPs):	Approved Codes of Practice give practical guidance on compliance

12 Document control

This procedural document supports:

Standard(s)/key lines of enquiry	Paragraph/ID no	Standard/title
Health & Safety at Work Act 1974	-	All Sections
Management of Health and Safety at Work Regulations 1999 (2002)	-	Regulations 1-30
Successful Health & Safety Management – HSG65	-	All document

Consultation record

Relevant service	Speciality, sponsor or user group name	Individual's name	Job title	Date consulted	Date feedback received
Trust-Wide	H&S Committee	Membership is made up of: Managers, Advisors, Coordinators, Reps, across all Divisions and Specialities. All members received a copy of the draft policy in time for the 23 rd March 2018 meeting			

Change history

Version	Date	Author/Lead	Job title	Details of change	Ratification body
1	23/07/2007	Colin Pink	Health & Safety Manager	New policy replaces general strategy	MBQR
2	11/01/2010	Diane Mahoney	Health & Safety Manager	Amendments/title changes/format changes.	MBQR
3	04/04/2011	Diane Mahoney	Health & Safety Manager	Additions required resulting from the HSE 2010 inspection.	MBQR
4	06/05/2014	Diane Mahoney	Health & Safety Manager	New Trust policy format. Minor content amendments. Grammatical amendments	Workforce Committee
5	May 2018	Jill Bartlett	Head of Health & Safety	New Trust Policy, content amendments	Workforce Committee

Appendix 1

Equality analysis

By completing this document in full you will have gathered evidence to ensure, documentation, service design, delivery and organisational decisions have due regard for the Equality Act 2010. This will also provide evidence to support the Public Sector Equality Duty.

Name of the policy/function/service development being assessed		Health & Safety Policy			
Date last reviewed or created and version number		2018 Version 5			
Briefly describe its aims and objectives: The purpose of this policy is to ensure that Health & Safety legislation is adhered to throughout the Trust and that Collaboratively we will ensure that a positive Health, Safety & Wellbeing culture is sought and nurtured throughout the organization.					
Directorate lead		Janette Barnes			
Target audience (including staff or patients affected)		All staff and other persons working on Trust premises.			
Screening completed by (please include everyone's name)		Organisation		Date	
Jill Bartlett		SASH		2018	
Equality group (or protected characteristic)	What evidence has been used for this assessment?	What engagement and consultation has been used	Identify positive and negative impacts	How are you going to address issues identified?	Lead and Timeframe
Age	UK Legislation All information is from legislation and Approved Codes of Practice and applies throughout the UK	H&S Committee	None identified	Policy amended accordingly	JPB. By time of policy ratification
Disability		As above			
Gender reassignment		N/A			
Marriage and civil partnership		N/A			
Pregnancy and maternity		N/A			
Race		N/A			
Religion and belief		N/A			
Sex		N/A			
Sexual orientation		N/A			
Carers		N/A			