# Policy Checklist

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Health &amp; Safety at Work Policy</th>
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</table>
| Purpose of Policy: | To provide a safe and healthy environment for its employees, patients, clients, visitors, contractors and others who may be affected whilst at work, by the services it provides or whilst on its premises.  
To ensure the Trust complies with its statutory responsibilities under the Health & Safety at Work (NI) Order 1978 and other related legislation and to actively promote a positive health and safety culture. |
| Directorate responsible for Policy | Directorate of Human Resources & Organisational Development |
| Name & Title of Author: | Ray King, Head of Health & Safety, SHSCT  
Jennifer Taylor, Health and Safety Manager, SHSCT |
| Does this meet criteria of a Policy? | Yes/No/Not Applicable |
| Staff side consultation? | Yes/No/Not Applicable |
| Equality Screened by: | Ray King |
| Date Policy submitted to RM&PC: | 12th December 2011 |
| Members of RM&PC in Attendance: | Vivienne Toal, Head of Employee Engagement & Relations (Chair), Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Siobhan Hanna, Assistant Director of Informatics, Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning, Mary McIntosh, Assistant Director of Social Work Services/Governance/Workforce Development & Training, Danny McKevitt, Head of Specialist Estate Services, Trevor Burns, Fire Safety Manager, (Specialist Estates), Stephen McNally, Director of Finance & Procurement, John Rafferty, Acting Head of Residential Care (for Brendan Whittle), Fiona Wright, Assistant Director of Nursing Services, Governance & Workforce Planning |
| Policy Approved/Rejected/Amended | Approved (comments included) |
| Communication Plan required? | Yes/no/not applicable |
| Training Plan required? | Yes/no/not applicable |
| Implementation Plan required? | Yes/no/not applicable |
| Any other comments: | The principles of Health & Safety outlined in this policy will be implemented through supporting health and safety procedures, guidance and training programmes and through health and safety audit arrangements. |
| Date presented to SMT | Not applicable |
| Director Responsible | Director of Human Resources & Organisational Development |
| SMT Approved/Rejected/Amended | Not applicable |
| SMT Comments | Not applicable |
| Date received by Employee Engagement & Relations for database/intranet/internet | 7 December 2011 |
### POLICY DOCUMENT – VERSION CONTROL SHEET

| Title | Title: Health & Safety at Work Policy  
Version: 3.0  
Reference number/document name: |
|-------|--------------------------------------------------------------------------------|
| Supersedes | Supersedes:  
Health and Safety at Work Policy Version 2.0 |
| Originator | Name of Author: Ray King  
Title: Head of Health & Safety |
| RM/Policy Committee & SMT approval | Referred for approval by: Ray King  
Date of Referral: 05.12.11  
RM/Policy Committee Approval (Date) –  
SMT approval (Date) – |
| Circulation | Issue Date:  
Circulated By: see below  
Issued To: As per circulation List (details below) |
| Review | Review Date:  
Next Review Date:  
Responsibility of (Name): Ray King  
Title: Head of Health & Safety |

**Circulation List:**  
Directors (memo by Head of H&S) for dissemination within directorates  
Health and safety committee  
Intranet Policies and procedures
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1.0 INTRODUCTION

1.1 This policy describes the Southern Health & Social Care Trust’s (hereafter known as the Trust) approach to the management of health and safety. The principles of this policy apply to the holistic management of health and safety across the Trust.

2.0 PURPOSE AND AIMS

2.1 To provide a safe and healthy environment for its employees, patients, clients, visitors, contractors and others who may be affected whilst at work, by the services it provides or whilst on its premises. A safe working environment can only be achieved and maintained with close co-operation and active participation from staff of all grades and disciplines.

2.2 To ensure the Trust complies with its statutory responsibilities under the Health & Safety at Work (NI) Order 1978 and other related legislation and to actively promote a positive health and safety culture.

2.3 To ensure that health and safety management in the Trust is based on a continuous improvement model and embraces the Trust risk management strategy and processes.

3.0 POLICY STATEMENT

3.1 The Trust has adopted this policy to:

3.1.1 ensure compliance with statutory responsibilities under the Health & Safety at Work (NI) Order 1978 and other related legislation

3.1.2 promote and develop a positive health and safety culture through consultation with internal and external stakeholders

3.1.3 promote best practice in health and safety management

3.1.4 confirm its commitment to ensuring, so far as is reasonably practicable:

- a healthy and safe working environment,
- adequate control of the health and safety risks arising from work activities,
- consultation with employees on matters affecting their health and safety,
- provision and maintenance of safe plant and equipment,
- safe handling and use of substances,
- provision of information, instruction, training and supervision for employees,
- all employees are competent to do their tasks, and are given adequate training,
- the prevention of accidents, incidents and cases of work related ill health.

3.2 Whilst the Trust promotes a positive approach to health and safety, failure to comply with this policy may invoke disciplinary procedures.

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4.0 **SCOPE OF POLICY**

4.1 This policy applies to all employees and those undertaking work on behalf of the Trust (e.g. agency/bank/locum staff, volunteers students on placement) and refers to all services and activities of the Trust.

5.0 **RESPONSIBILITIES**

5.1 The overall responsibility for health and safety resides with Trust Board. The Trust Board have a collective role in providing committed leadership and ensuring that adequate resources are allocated for the continuous improvement in health and safety performance.

5.2 The Trust Board’s responsibility for ensuring the implementation of this policy will be managed through the Chief Executive who, on behalf of the Trust Board will:

- Ensure an up to date statement of the Trust’s policy for health and safety is prepared and brought to the attention of staff.
- Ensure resources are allocated to establish and maintain competent health and safety support and advice.
- Obtain commitment from senior management to the health and safety risk management process, and encourage them to foster health and safety awareness.

5.3 The Chief Executive has appointed the Director of Human Resources and Organisational Development as Lead Director with responsibility for establishing and monitoring the implementation of the Health and Safety at Work Policy and the organisation and arrangements in regard to health, safety and welfare at work within the Trust. This function will be carried out by the Head of Health and Safety.

5.4 The Head of Health and Safety will support the Director of Human Resources and Organisational Development with the management and co-ordination of Trust wide initiatives in relation to health and safety and provide support to the Trust to enable it to meet and discharge its statutory and legal functions. Working closely with the relevant Directors and Senior Managers, the Head of Health and Safety will take a lead role in developing systems and procedures for the effective promotion and maintenance of a positive health and safety culture within the Trust through the implementation of policies and procedures leading to effective health and safety management and to ensure that the Trust is in a position to meet its statutory requirements and moral obligations to staff.

5.5 Directors/Assistant Directors are responsible for implementing the Trust Health and Safety at Work Policy within their directorates, by operating a safety culture and ensuring adequate communication, training and the assessment and monitoring of risks. In particular this will include:

- Ensuring that adequate resources and facilities are available to ensure achievement of health and safety objectives.
- Delegating appropriate staff specific duties relating to the implementation and monitoring of the health and safety at work policy.
• Ensuring that those staff with delegated safety responsibilities receives adequate support to discharge their duties.

• Ensuring health and safety management responsibilities are included in job descriptions, identified in individual performance reviews and that personal development plans that are prepared following appraisals will identify any specific areas of training and development required in relation to health and safety.

• Obtaining commitment from their managers to the health and safety risk management systems and encouraging them to foster health and safety awareness.

• Ensuring that a divisional/directorate health and safety policy is developed and maintained which reflects local risks and other issues.

• Prioritising identified unacceptable risks and detailing on the appropriate risk register.

• Ensuring that all incidents and near misses are reported and fully investigated and where necessary, appropriate remedial action and lessons learned and longer term objectives relating to health and safety are introduced.

• Ensuring regular audits are undertaken on the effectiveness of the health and safety management system within the directorate and that any shortcomings are identified and actioned.

Directors may delegate these responsibilities to appropriate departmental heads but they remain accountable to the Chief Executive for health and safety matters overall within their directorate.

5.6 Heads of Service will be responsible for implementing this policy within their divisions, by operating a safety culture and:

• Advising on the implementation of the divisional/directorate health and safety policy.

• Ensuring health and safety management responsibilities are included in job descriptions, identified in individual performance reviews and that personal development plans that are prepared following appraisals will identify any specific areas of training and development required in relation to health and safety.

• Ensuring that managers implement the health and safety risk management process within their department and escalate inadequately controlled risk, using the Trust’s risk management process.

• Delegating appropriate staff specific duties relating to the implementation and monitoring of the health and safety at work policy.

• Ensuring that those staff with delegated safety responsibilities receives adequate support to discharge their duties.

• In conjunction with the Health and Safety Department, and/or Education, Learning and Development ensure appropriate health and safety training is identified and completed.

• Ensuring that arrangements are made for the induction of newly appointed and transferred staff so that they are made aware of the health and safety procedures in their specific area of work. Such induction training should take place at the earliest practicable time following appointment or transfer.

• Ensuring that any short-comings arising from health and safety audits are managed in line with the Trust’s Risk Management process.
5.7 Managers/Supervisors/Team Leaders are responsible for implementing this policy by operating a safety culture and ensuring adequate communication, training and the assessment and monitoring of risks. In particular this will include:

- Assisting senior management in developing health and safety objectives and criteria to monitor performance, and advising them of all serious adverse incidents and unacceptable risks.
- Ensuring health and safety management responsibilities are included in job descriptions, identified in individual performance reviews and that personal development plans that are prepared following appraisals will identify any specific areas of training and development required in relation to health and safety.
- Developing, maintaining and reviewing a departmental health & safety policy which reflects local risks and other issues. This should detail the organisation and arrangements for identifying, assessment and preventing or controlling risks and the arrangements for the health and safety training of managers and staff in accordance with the Trust training matrix.
- Undertaking risk assessments in accordance with Trust procedures and ensuring that the local risk register is populated and monitored and where appropriate, escalate risk in accordance with Trust Risk Management process. Employees are consulted on the outcome of risk assessments or changes to working practices that may affect their health and safety, and account is taken of their views.
- Ensuring that incidents are reported and investigated in accordance with Trust policy and that any action to prevent recurrence is implemented as soon as reasonably practicable.
- Ensuring that all machinery and equipment is maintained in a safe condition and take appropriate corrective action if a defect has been identified.
- Ensuring that staff induction and refresher training on health and safety issues is provided, covering policies/procedures, safe systems of work and safe operation of equipment and that staff training records are kept up to date.
- Ensuring that all staff are made aware of Trust and departmental safety policies/procedures, hazards and any other safety information which they require in order to perform their duties safely.
- Undertaking regular audits and inspections to ensure that procedures/safe systems of work are being followed and that any shortcomings are identified and action-ed. Maintain written records of all audits/inspections and actions for improvement.

5.8 Employees must

- comply with this policy/related procedures and co-operate with supervisors and managers on all health and safety matters,
- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work,
- not interfere with or misuse anything provided to safeguard their health and safety,
- attend as required, health and safety training sessions which will be identified in accordance with the training matrix,
- report all health and safety concerns in a timely manner to their line manager,
- ensure that when driving on Trust business, using either a fleet vehicle, lease car, or private vehicle (including motorcycles and bicycles) that they are
aware of their responsibilities under the health and safety legislation, road traffic legislation and corporate manslaughter legislation. All staff should comply with the Highway code and ensure that all aspects of their work related driving duties are carried out to minimise risk.

5.9 This policy will be supported by a number of health and safety procedures/protocols.

5.10 A Trust Health & Safety Committee has been established in accordance with the requirements laid down in Article 4(7) of the Health & Safety at Work (NI) Order 1978 and DHSSPSNI (2000) Circular HSS (Gen1) 4/2000, which facilitates consultation on all health and safety matters. Refer to Appendix 1 for the Terms of Reference of the Health & Safety Committee.

5.11 Communication and consultation
The Trust is committed to communication and consultation between all staff at all levels and with trade union reps as an essential part of effective health and safety management. Consultation will be facilitated by means of the Trust Health and safety Committee, and the Directorate Health and safety meetings.

The Trust supports the appointment of health and safety representatives in accordance with the Safety Representative and Safety Committee Regulations. Details of all trade union health and safety representatives will be maintained by the Trade Union side office.

5.12 Training and Information
Training is an effective part of a health and safety management system. The Director of Human Resources will ensure that general aspects of health and safety are incorporated in the Trust’s training strategy/matrix. Education, Learning and Development will organise training and keep electronic records.

It will be the responsibility of all managers to identify the health and safety training needs of their staff as part of the personal development planning process taking into account the Trust’s training matrix.

The Trust supports paid time off, for trade union representatives, to undergo either TUC or union approved training in accordance with Safety representatives and safety committee Regulations.

6.0 MONITORING AND REVIEW

6.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with all relevant legislation and reflect organisational development.

6.2 This policy will be reviewed by the Director of Human Resources and Organisational Development within two years or earlier if required.

6.3 The Trust is committed to regular auditing of health and safety management/practices and will monitor agreed Health and Safety performance indicators as determined by the Trust Board and/or the Lead Director for Health and Safety.

7.0 SOURCES OF ADVICE AND FURTHER INFORMATION
7.1 Further advice and information regarding this policy document can be obtained from the Head of Health & Safety.

7.2 This policy should be read in conjunction with related policies and procedures.

8.0 **EQUALITY & HUMAN RIGHTS CONSIDERATIONS**

8.1 This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Using the Equality Commissions screening criteria, no significant equality implications have been identified. The policy is therefore not subject to equality impact assessment.

8.2 This policy has been considered under the terms of the Human Rights Act 1998 and was deemed compatible with the European Convention Rights contained in the Act.
HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

A Health and Safety Committee is constituted and working according to the requirements laid down in HSS (Gen1) 4/2000 and Article 4(7) of the Health & Safety at Work (Northern Ireland) Order 1978, which requires consultation on all health and safety matters.

2. MEMBERSHIP

The Chair of the Health & Safety Committee is rotated between the Director of Human Resources and Organisational Development and Trade Union side.

The membership will be made up of Directorate Representatives and Representatives from the Trade-Union / Professional Bodies within the Trust.

As required: Representatives from other disciplines may be co-opted from time to time ensuring representation from within the main health and safety functions.

A quorum will be of 6 members (to include at least 3 staff side members and 3 management members),

Secretarial Support will be provided by the Health & Safety Department.

3. FREQUENCY OF MEETINGS

Meetings will be held every three months but at least twice per annum. Additional meetings may be arranged as and when required and will follow normal conditions i.e. record of minutes, quorum etc

4. AUTHORITY

The Health & Safety Committee is authorised by the Chief Executive to investigate any activity within its terms of reference.

5. PURPOSE

Promote co-operation between management and staff in instigating, developing and carrying out measures to ensure the health and safety at work of employees and others affected by the activities of the Trust.
6. RESPONSIBILITIES

The Health & Safety Committee has a responsibility to:

6.1 Study incident and modifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for remedial action.

6.2 Examine safety audit reports.

6.3 Facilitate and support the key objectives of the controls assurance standard for Health and Safety.

6.4 Analysis of information and reports provided by enforcing authority inspectors e.g. HSENI and District Council inspectors. Consideration of reports from appointed safety representatives.

6.5 The development, introduction and monitoring of works safety rules and safe systems of work.

6.6 The constant appraisal of the effectiveness of the safety training.

6.7 Monitor the adequacy of health and safety communication and awareness in the workplace.

6.8 The provision of a link with the appropriate inspectors appointed by the enforcing authority.

6.9 To comment on relevant Trust Policies and Procedures.

7. REPORTING

The minutes of the Health & Safety Committee shall be formally recorded and circulated to members, Chief Executive Office and Directors for circulation to relevant committees/groups, managers and staff. Minutes of the Health & Safety Committee will be made available to all staff via the Trust Intranet.

8. GOVERNANCE ARRANGEMENTS

The Director of Human Resources and Organisational Development is the link between the Health and Safety Committee and the Senior Management Governance Steering Group.