Health, Safety and Environmental Policy

REVISION HISTORY

<table>
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<tr>
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<tr>
<td>First Revision</td>
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**Purpose**
The purpose of this document is to define the means by which NHS Leeds West CCG endeavour to provide and maintain a working environment that ensures the health and safety of its employees, customers, contractors and visitors.

**Scope**
This Procedure is applicable to all NHS Leeds West CCG Employees.

For non-UK offices, local arrangements and regulations apply.
# Health, Safety and Environmental Policy

## Index

1. **HEALTH AND SAFETY POLICY STATEMENT** ................................................................. 2
2. **ORGANISATIONAL DUTIES, ROLES, & RESPONSIBILITIES** .......................... 3
   Company Responsibility ................................................................................................. 4
3. **INDIVIDUAL RESPONSIBILITIES** .......................................................................... 5
   Executive managers
   Health & Safety Advisor .................................................................................................. 6
   Managers ......................................................................................................................... 7
   Employees Responsibilities .............................................................................................. 9
   Sub Contractors ............................................................................................................... 10
4. **ARRANGEMENTS AND PROCEDURES** ................................................................. 11
5. **THE ENVIRONMENTAL POLICY** ............................................................................ 16

## 1. HEALTH AND SAFETY POLICY STATEMENT

## 2. ORGANISATIONAL DUTIES, ROLES, & RESPONSIBILITIES

### Company Responsibility

## 3. INDIVIDUAL RESPONSIBILITIES

### Executive managers

### Health & Safety Advisor

### Managers

### Employees Responsibilities

### Sub Contractors

## 4. ARRANGEMENTS AND PROCEDURES

### Safety Training

### Accident Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

### Arrangements for Consultation with Employees (Health and Safety (Consultation with Employees) Regulations 1996)

### The Manual Handling Operations Regulation1992

### Risk Assessments (Management of Health and Safety at Work Regulations, 1999, Regulation 3)

### Control of Substances Hazardous to Health (COSHH), Regulations 2002

### First Aid (Health and Safety (First Aid) Regulations, 1981)

### Electricity at Work Regulations, 1989

### The Health & Safety (Workplace) Regulations, 1992

### The Health and Safety (Display Screen Equipment) Regulation, 1992

### Regulatory Reform (Fire Safety) Order 2005

### Sub-Contractors

### Distribution to Employees

### Working at Heights Regulations 2005

## 5. THE ENVIRONMENTAL POLICY

### Objectives
1. HEALTH AND SAFETY POLICY STATEMENT

At NHS Leeds West CCG we are committed to providing and maintaining a working environment that ensures the health and safety of our people, customers, contractors and visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at NHS Leeds West CCG to actively take part in and support this policy.

The main responsibility for health and safety lies with the Executive Managers who will specifically communicate employees’ individual responsibilities relating to Health and Safety.

NHS Leeds West CCG will comply with its duties under the Health and Safety at Work Act 1974 and associated regulations so far as is reasonable practicable, in order to:

- Provide and maintain safe premises and healthy working environments.
- Ensure we effectively assess risks and apply measures to control them.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Provide information, instruction, training and supervision to make sure everyone is able to carry out their work safely. These will be refreshed every so often or when anything that could affect health and safety changes significantly.
- Make sure we involve and consult with employee representatives on health and safety issues.
- Investigate accidents, incidents, and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.
- Make sure information on health and safety issues is shared across our organisation.
- Regularly review Health and Safety performance for continuous improvement, making sure that resources and support is provided to help us deliver the improvements.
- Ensure our health and safety management systems are audited by the Health and Safety Advisors for effectiveness, identifying where we could do things better and implementing improvement plans.

At NHS Leeds West CCG we recognise that our people are the most valuable assets and the success of this policy, which we'll review at least once a year, relies on everyone being actively involved. We all have an important role to play in showing that good health and safety at work is good business.

Executive Manager’s Signature: ………………………….. Date: ………………………

Review date: November 2013
2. ORGANISATIONAL DUTIES, ROLES, & RESPONSIBILITIES

Our employees are of paramount importance.

NHS Leeds West CCG recognises that the talent and energy of all its employees are its most valuable assets.

Their safety and health demands the same degree of attention and emphasis as that placed on our mainstream activity which encompasses quality, proficiency, and efficiency, environmental and financial awareness. We also recognise our responsibilities for the health and safety of others that may be affected by our activities. It is our aim to achieve a working environment which is free of work-related accidents and ill health, and to this end we will pursue continuous improvements from year to year.

We undertake to discharge our statutory duties by:-

- Identifying hazards in the work place, assessing the risks related to them and implementing appropriate preventive and protective measures
- Providing and maintaining safe plant and office work equipment
- Establishing and enforcing safe methods of work
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- Ensuring that tasks given to employees are within their skills, knowledge and the ability to perform
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate
- Promoting awareness of the health and safety and of good practice through the effective communication of the relevant information
- Furnishing the resources needed to meet these objectives

All employees on their part are encouraged to contribute actively towards achieving a work environment, which is free of accidents and ill health.

Conclusion

Together with the Statutory Regulations and the Company Safety Procedure, the document is acceptable and comprehensive for the office environment but realises conditions are changing all the time. Our Health and Safety Policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Finally, you are requested, with the ever changing conditions, to maintain a continued attitude of accident prevention.

REMEMBER: Accidents are caused – they do not just happen.
Company Responsibility

The overall responsibility for the promotion of health and safety of employees at work is vested in the Managers of NHS Leeds West CCG.

Due to the nature of the business carried out by it NHS Leeds West CCG is the responsibility of the senior person on site to promote Health and Safety at work and ensure that working practices are in accordance with statutory requirements and the Company Policy.

The Company employ a Safety Advisor, Dee Stevens of MB Health & Safety Ltd, who will ensure through the Management for ensuring that all Subordinates understand and follow any further safety procedures inaugurated by NHS Leeds West CCG for any additions to the statutory regulations.

The Employees responsibility in this objective is to:-

- Comply with all safety procedures and controls as dictated NHS Leeds West CCG by when at work, thus procedures and controls dictated by the Management so long as these are not in detriment to the law.

- Ensure reasonable care is taken for the well-being, health, and safety of themselves and any other persons likely to be affected by their actions whilst working for NHS Leeds West CCG.

- To utilise and respect all the safety devices and protective equipment provided to ensure the safety or personnel.

- To abide by the Company Policy in order to maintain safe working conditions.

- To report incidents that could lead to injury.

- To co-operate fully in the investigation of incidents to ensure that these incidents do not re-occur.
3. INDIVIDUAL RESPONSIBILITIES

Executive Managers

The Executive Managers holds ultimate responsibility for health, safety, and welfare throughout NHS Leeds West CCG In order to protect the safety and health of employees the Executive Managers will appoint a competent Safety Advisor who will:

- Have knowledge of the broad requirements of the Health and Safety at work Act 1974 and Health and Safety Regulations and the HSE Approved Codes of Practice.
- Ensure where identified by the Safety Advisor, adequate time, materials, and funds are available to enable its Health, Safety and Environmental philosophy shall be effective.
- Show understanding of their personal responsibilities under the act to treat the health and safety of persons under their control as a matter of importance equal to the functions of a Executive Managers.
- Appoint in writing to each location a person responsible for Safety. This will normally be the Executive Managers.
- Promote good liaison between Management, Employees, and other to ensure the fullest and most effective use of information and services available.
- Co-operate and liaise with appointed Safety Advisors to conduct safety training for management and other employees.
- Call upon the services of Professional Consultants for advice and assistance in any areas where Safety, Health, and Environmental concerns exist.
- Ensure that all employees, through their Management, satisfactorily discharge their health and safety responsibilities allocated to them.
- Setting personal example of Health and Safety awareness.
Health & Safety Advisor

The role of the Safety Advisor is to support and assist the, Executive Managers in ensuring continued compliance to this policy and, as such, is responsible for:

- Monitoring the effectiveness of and compliance to this Policy.
- Providing information and support to the Executive Managers to assist them in maintaining compliance to this policy.
- Providing a balanced safety-training programme for all NHS Leeds West CCG Personnel.
- Monitoring and assessing the suitability of Health & Safety training.
- Participating in accident investigations and determining the root cause of all accidents.
- Analysis of accident report information and causation classification, with recommendation on preventive measures to be taken.
- Investigating and reporting on major accidents/incidents, injuries, notified accidents, and dangerous occurrences.
- Monitoring, by conducting regular inspections of NHS Leeds West CCG Offices and personnel safety and health performance and to report on such inspections.
- Periodically reviewing the policy documents.
- Monitoring risk assessments to ensure they have been performed reviewed and recorded.
- Conducting compliance reviews of NHS Leeds West CCG activities and that of sub-contractors.
- Liaison with the HSE and Local Authorities.
- Representing NHS Leeds West CCG with external Safety Organisations.
- Ensuring the safety performance of NHS Leeds West CCG is monitored and takes action to remedy any identified deficiencies.
- Encouraging good safety practices on their contracts and to discourage indifferent management by such means as are found necessary.
- Setting personal example of Health and Safety awareness.
Managers

Responsible to the Executive Managers as detailed in the NHS Leeds West CCG Organisation Arrangements. The Managers and Consultants will be responsible for the implementation and the day-to-day compliance to the Policy.

These responsibilities include:

- Ensuring the effective operation of the Policy at all levels for which they are responsible and in accordance with the NHS Leeds West CCG Organisation Arrangements, report to their Executive Managers on all aspects of the Policy that they are responsible for.
- Identifying training needs of personnel and advise Executive Managers.
- Releasing designated personnel as necessary for safety training.
- Ensuring employees and sub-contractors are capable of carrying out the work tasks allocated to them. Before entrusting work tasks to sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- Ensure with the assistance of MB Health & Safety, that Risk Assessments are carried out, risks are identified and adequately controlled and regularly reviewed.
- Ensure, with the assistance of MB Health & Safety, the provisions and arrangements set out in the specific risk assessments covering Young Persons, Asbestos at Work, Manual Handling Operations Regulations, Control of Substances Hazardous to Health (C.O.S.H.H), Workplace (Health, Safety, and Welfare) Regulations. Fire Precaution (Workplace) Regulations are suitably managed.
- Ensure that Personal Protective Equipment (PPE) is only used when there are no other methods of reducing the risk. Ensuring there is an adequate supply of PPE and that employees are trained in the safe storage and use of the PPE.
- Ensuring Fire Risk prevention has been performed within the areas of your responsibility, waste collection, and good house keeping.
- Ensuring there is sufficient and appropriate fire extinguishers in the areas of your responsibility, and ensures that employees reporting to you are aware of the fire evacuation and fire provisions.
- Ensuring there are adequate welfare facilities provided and maintained.
- Establishing and maintaining adequate First Aid and reporting system in compliance with current legislation as set out by your Executive Managers.
- Ensuring that injuries are notified and details entered in the Accident Book. Assisting in carrying out investigations and reporting all accidents, incidents, fires and dangerous occurrences within their area of control.
- Ensuring that suitable tools and equipment are supplied to employees and assessment of the risk of the equipment have been carried out, to ensure the 'provision of protection' and where necessary implement safe systems of work and training in their use.
- Ensuring that all electrical equipment supplied is visually inspected before its use and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- Assisting in carrying out site surveys, site safety inspections, to determine Health and Safety requirements e.g. risk assessments – substances (COSH), noise level and manual handling.
- Ensuring that Health and Safety matters are regularly discussed with employees, within their areas of control.
- Liaison with MB Health & Safety on any safety issues or matters that are not fully understood or require addressing.
- Take appropriate disciplinary action, where necessary, in the event of non-compliance with the Policy.
- At all times set a personal example in Health and Safety awareness.
Employees Responsibilities

All employees have the following Safety Responsibilities. Employees are responsible to their Manager as detailed in the NHS Leeds West CCG Organisation Arrangements. The employee will be aware of the day-to-day compliance to the Policy.

These responsibilities include:

- Ensuring the effective operation of the Policy at the levels for which they are responsible; In accordance with the NHS Leeds West CCG Organisation Arrangements, report to the Manager on all aspects of the policy that effect the day to day working of the business.
- To be familiar with NHS Leeds West CCG Policy and to co-operate in its implementation at all times.
- To observe at all times the health and safety regulations and the NHS Leeds West CCG local safety rules set by your Senior Manager.
- To take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions and to co-operate with others in the discharge and execution of their duties.
- To report all accidents or near misses whether persons are injured or property is damaged, to their immediate Manager or Supervisor.
- If injured or exposed to a hazardous substance, promptly seek medical attention and inform your Supervisor as soon as possible.
- To report immediately to your Manager or Supervisor any condition, or hazard which appears unsafe (Hazard Spotting).
- To warn others, particularly new employees and young people of particular known hazards, e.g. particularly all substances used and the correct use of tools.
- Maintain and use all safety equipment (PPE) necessary for the safe performance of the job.
- Verify to the best of your ability that safety equipment is in good operating condition before you use.
- Do not use any tools or equipment for which it is not intended or you are not trained or experienced to use.
- Ensure that all portable electrical equipment has undergone a visual inspection before you use it.
- Always take an ergonomic approach when manually lifting objects in a way you were trained and always use the mechanical aids for lifting that are provided.
- All substances used by NHS Leeds West CCG will be risk assessed for their suitability. Never introduce any substance without the written consent of the Manager.
- Employees must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.
- Liaison and discuss with their Manager or Supervisor on any safety issues or matters that are not fully understood or require addressing by you.
- Always fully co-operate with any Health and Safety investigation that is conducted by your immediate Manager, to prevent a reoccurrence.

REMEMBER

It is a criminal offence under the Health and Safety at Work etc Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or Welfare in pursuance of any of the relevant statutory provisions.
Sub Contractors

It is the responsibility of Executive Managers to assess the suitability, with regard to Health & Safety of Subcontracted Personnel.

This will include Agency workers.

- Before entrusting work tasks to sub-contractors, they must take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried out of any hazardous activity.
- Complete and review sub-contractor Safety Assessment questionnaire.
- Ensure that information, with regard to Health and Safety is passed to sub-contractors.
- Ensure compliance to NHS Leeds West CCG Health and Safety policy.
- Ensure action is taken when sub-contractors performance shows deficiencies or sub-standard activities of work.
4. ARRANGEMENTS AND PROCEDURES

Safety Training

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of the Company’s General Safety requirements. Specific Safety Training and Information will be provided in order to prepare persons on particular jobs or safe systems of work.

It is NHS Leeds West CCG policy that full and adequate health and safety training is given to all new employees as part of their overall induction into the company and decisions relating to training and promotion of employees will be reviewed on a regular basis. The health and safety manager will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on the employees personnel file.

Accident Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Accidents, no matter how minor an injury may be, must be recorded in the accident book and appropriate investigation will be carried out by the Health and Safety Advisor. All near miss reports will be investigated in the same way. The information from the reports will be used to prevent a reoccurrence. Any accidents, industrial disease, or dangerous occurrence (R.I.D.D.O.R) will be reported to the enforcing authority by Managers/Consultants where appropriate.

Arrangements for Consultation with Employees (Health and Safety (Consultation with Employees) Regulations 1996)

These regulations requires H3Plus Group to consult with employees on matters relating to your Health, Safety and Welfare and provide you with the information which is deemed necessary, such information is contained in your employee safety hand book, the HSE poster displayed in your workplace, safety posters, leaflets, safety pamphlets and verbal safety information. NHS Leeds West CCG encourages employees to take part in the spirit of the regulations by actively taking part in discussions with your managers. It is the responsibility of all managers to ensure that the consultation takes place.

The Manual Handling Operations Regulation 1992

This Regulation requires employers to assess manual handling within the work place, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. NHS Leeds West CCG will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and ensure that suitable training and supervision is given. It is the Contracts Managers responsibility supported by the Health and Safety Manager to ensure that the requirements outlined in the regulations are satisfactorily met.
Risk Assessments (Management of Health and Safety at Work Regulations, 1999, Regulation 3)

Concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Managers supported by the Health and Safety Manager to ensure risk assessments are carried out and reviewed periodically.

Control of Substances Hazardous to Health (COSHH), Regulations 2002

Assessments and all Data Sheets of substances used are kept at Head Office. It is the Health and Safety Managers responsibility to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the management will first attempt to replace the substance with a safer alternative, if no alternative is possible then management will change the process or activity and control the substance at source, the manager should also consider minimising the use of the substance and as last resort supply personal protective equipment.

No employee can introduce any substance without the consent of the Manager. If you come across any substance that you suspect as being asbestos you must stop work immediately and report to your supervisor, full instructions are contained within the employee health and safety handbook.

First Aid (Health and Safety (First Aid) Regulations, 1981)

It is the responsibility of NHS Leeds West CCG to ensure there are provisions for first aid on site. This includes a First Aider or Appointed Person depending on requirements, refer to Regulations. It is the responsibility of NHS Leeds West CCG to ensure the first aid box has the correct compliment of supplies and to be refilled when applicable.

Electricity at Work Regulations, 1989

The NHS Leeds West CCG is responsible for all electrical safety within the Company. Portable equipment is defined as that which is movable and is fitted with a plug. We recommend that periodic checks should be carried out of fixed installations and all portable appliances, equipment within the offices every 12 months. Appliances will be tagged and records will be kept.
The Health & Safety (Workplace) Regulations, 1992

The Workplace Health and Safety Regulation cover a wide range of basic Health and Safety Issues. The company will ensure that workplaces meet the Health and Safety Welfare needs of all its employees, contractors, general places, and people with disabilities. Before starting work, managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors and general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Managers will ensure that so far as reasonably practicable workplace facilities are an acceptable level.

The Health and Safety (Display Screen Equipment) Regulation, 1992

The office manager with support from the Health and Safety Manager is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments the company will identify what requirements are necessary and to take into account the amount of time a person uses a display Screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.

Regulatory Reform (Fire Safety) Order 2005

The procedures for fire will be under the control of the Executive Managers and Health and Safety Manager ensuring there are systems in place to check that all fire procedures are maintained including fire monitoring, testing and fire fighting equipment. The Health and Safety Manager will conduct regular fire assessments and through local management and the implementation of control measures to reduce the risk.

The Fire Evacuation Procedure will be published on the office notice board. Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

Sub-Contractors

Sub-contractors will comply with NHS Leeds West CCG approval system and sign a declaration that they understand the company’s safety policy, site emergency procedure, clients’ safety rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

Distribution to Employees

A copy of this statement will be distributed to all employees and sub contractors and be displayed on notice boards to ensure that its contents are brought to the attention of all persons or organisations.
Working at Heights Regulations 2005

The Company will avoid working at heights wherever possible, if necessary all work will be planned and organised and a clear hierarchy of control measures will be used to minimise the risk. Working at height risks will be assessed and the Company will ensure the use of appropriate work equipment or other measures are followed to prevent falls of personnel, objects, and materials. Personnel that work at height will be trained in the use of equipment.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Executive Manager's Signature: ............................... Date: ...............................  

Review date: November 2013
5. THE ENVIRONMENTAL POLICY

The Environmental Policy of the Company is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the Environment. The same commitment will be expected to be shown by Company contractors.

This is a fundamental principle of the Company’s business.

The Policy and all other Company Environmental documentation and advice are based on the Company’s view that environmental concern has equal stature to any other business objective. The Company aims to establish a high priority of its principles in the corporate strategy.

The Company therefore seeks to comply with all relevant Environmental Legislation and Regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

Concern and awareness for the environment is the responsibility of the Executive Managers of NHS Leeds West CCG.

The Company employees have a legal and moral obligation to carry out their duties with concern for the Environment. It is a condition of employment that all staff complies with the Policy.

In the event of an environmental accident or incident at work, it is a company requirement that the details are promptly and properly reported to the Executive Managers who will investigate and take prompt action to make good and avoid recurrence.

All Contractors working on behalf of the Company are required to adopt Environmental standards fully consistent with those of the Company and they are expected to achieve comparable levels of performance as a condition of their contract.
Objectives

In accordance with its stated Policy, the Company has produced the following guide-lines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

2. Swift response to accidents or incidents that have a potential to threaten the Environment.
3. The provision of advice on the safe handling of Company products, or their transportation and their final disposal to Customers, Contractors, etc.
4. Disposal of any waste products in ways that show concern for the Environment.
5. To encourage the developments of products, processes and equipment with concern for the future of the Environment.
6. To communicate freely on Environmental matters with government officials, employees, customers and members of the public.
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the Environment.
8. To carry out Environmental audits when required.
9. To promote environmental principles by sharing experience with Regulatory Bodies, other Companies, Employees and Members of the public.
10. In implementing this formal Environmental Policy, the Company will focus on action to conserve resources and energy, to minimise emission to air, water, and land and increase recycling rates.
11. The Company will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.

Executive Manager’s Signature: …………………………… Date: ………………………

Review date: November 2013