



HEALTH AND SAFETY POLICY

May 2023

Authorship:	Risk Assurance and Safety Lead – HNY ICB
Committee Approved:	HNY Integrated Care Board
Approved date:	May 2023
Equality Impact Assessment:	02/02/2023
Target Audience:	ICB and its Committees and Sub-Committees, ICB Staff, agency and temporary staff and third parties under contract
Policy Number:	Insert
Version Number:	0.05

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

AMENDMENTS

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approving body	Approval date	Date published on website
0.01	Gary Johnson	New Policy for comment and approval of sharing with SPF	ICB Executive Committee	13/12/2023	N/A
0.02	Gary Johnson	DRAFT for comment by SPF	SPF	10/03/2023	N/A
0.03	Gary Johnson	Updated after comments from Equality, Diversity and inclusion Lead	N/A	02/02/2023	N/A
0.04	Gary Johnson	Updated after feedback from SPF	N/A	Nil	N/A
0.05	Gary Johnson	Policy for Approval	HNY ICB	10/05/2023	May 2023

Contents

1	Introduction	4
2	Purpose	4
3	Scope of Duty	5
4	Duties / Accountabilities and Responsibilities	5
4.1	Duties within the organisation	5
4.2	Chief Executive	5
4.3	Executive Director Lead	5
4.4	ICB Directors	6
4.5	Line Managers	6
4.6	Employees	7
4.7	ICB Health and Safety Adviser (Competent Person)	7
4.8	Place Competent Person	8
4.9	Fire Safety Adviser	8
4.10	Fire Safety managers and Wardens	8
4.11	First Aid at Work	9
4.12	Occupational Health Provider	9
4.13	Infection Prevention and Control	9
5	Consultation	10
6	Training	11
7	Monitoring Compliance	11
8	Arrangements for Review	12
9	Dissemination	12
10	Associated Documentation	13
11	References	13
12	Appendices	14
13	Impact Assessments	14
13.1	Equality	14
13.2	Sustainability	14
13.3	Bribery Act 2010	14
13.4	General Data Protection Regulations (GDPR)	14

1 Introduction

This Policy is intended to reflect the views of NHS Humber and North Yorkshire Integrated Care Board (hereafter referred to as the ICB). It sets out the health and safety statement, as well as the details of the organisation and arrangements that have been implemented, in order for the ICB to comply with the [Health and Safety at work Act \(1974\)](#). This policy is supported by a number of documents that offer guidance about specific health and safety issues.

2 Purpose

The ICB aims to provide all staff, visitors and service users with a safe environment in which to be able to work or visit, without suffering any personal injury or ill health (physical or mental wellbeing). It recognises the need to identify significant health and safety-related hazards and implement any necessary measures in order to eliminate or reduce any associated risks of harm, damage or loss.

The ICB aims to prevent or reduce the nature and severity of all workplace accidents, the spread of infectious diseases and any dangerous occurrences in line with [RIDDOR - Reporting of Injuries, Disease and Dangerous Occurrences Regulations \(1995\)](#).

All employees are expected to co-operate with the policy and ensure they comply with any statutory duties under health and safety legislation. Management and staff will work proactively together to ensure that all plans, procedures and systems of work are designed to take full account of health and safety issues. This will include arrangements for a safe place of work, maintenance of equipment, safe handling of substances and articles, the assessment of any risks, and sufficient information, instruction and training for staff to ensure they comply with their individual statutory duties.

The ICB Accountable Officer accepts overall responsibility for health and safety at the ICB. They have responsibility for the wellbeing of all staff within the ICB, service users and visitors within their respective work areas. In line with [The Management of Health and Safety at Work Regulations \(1999\)](#), the ICB also employs a competent person to assist in complying with its statutory health and safety duties.

NHS Humber and North Yorkshire ICB

Accountable Officer

Signed: xxxxxxxxxxxx

Dated: xxxxxxxxxxxx

3 Scope of the policy

This policy applies to NHS Humber and North Yorkshire ICB and all its employees and must be followed by all those who work for the organisation. This includes all permanent members of staff, members of the ICB executive board, those on temporary or honorary contracts, secondments, pool and agency staff, contractors and students.

Failure to comply with these requirements can have serious consequences for both organisations and individuals. Sanctions include fines, imprisonment and disqualification. Under the [Corporate Manslaughter and Corporate Homicide Act \(2007\)](#), an offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of duty of care owed by the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

4 Duties / accountabilities and responsibilities

4.1 Duties within the organisation

This section sets out the duties within NHS Humber and North Yorkshire ICB for the responsibility for the development and management of this policy.

4.2 Chief Executive – Accountable Officer

- This is the person with overall accountability / responsibility for health and safety and having a written policy
- The provision of sufficient resources to implement the Health and Safety Policy
- Ensuring all employees are fully aware of their statutory responsibilities and that these responsibilities are fulfilled
- Ensuring that the ICB complies with all statutory health and safety requirements.
- The appointment of a Health and Safety Lead at ICB Board level to ensure considered decision making at a strategic level
- Ensuring reports on accident statistics, trends and remedial measures are submitted to the ICB Health and Safety Group

4.3 Executive Director Lead

The Health and Safety Executive Director Lead at ICB Board level is the Executive Director of Corporate affairs, who has the following delegated responsibilities:

- ensuring the integration of good health and safety management with business decisions
- ensuring that arrangements are made for consultation with staff side accredited health and safety representatives and all employees in the workplace
- reporting on accident statistics, trends and remedial measures indicated are to the ICB Health and Safety Group with an annual report to the Audit Committee

- ensuring health and safety policies and procedures are developed and implemented across the ICB
- ensuring appropriate health and safety advice and support is available including suitably trained first aid staff and fire wardens

4.4 ICB Directors

The day-to-day responsibility for health, safety and welfare is delegated to ICB directors. They hold responsibility for the wellbeing of all staff, service users and visitors or contractors within their respective work areas. In line with [The Management of Health and Safety at Work Regulations \(1999\)](#), they must ensure:

- the implementation of the Health and Safety Policy, corporately and within their areas of control
- effective delegation of safety responsibilities within their areas of responsibility
- effective support for their managers' decisions and recommendations in terms of the provision of appropriate resources for health and safety
- the promotion of a positive health and safety culture which enables all employees to fulfil their statutory duties
- that staff have adequate training and experience to safely undertake their duties
- the development and implementation of emergency procedures that may be relevant to their areas of responsibility

4.5 Line Managers

- Ensure regular inspections of workplace equipment are undertaken and that steps are taken to eliminate, minimise or manage any identified hazards
- Undertake risk assessments as required and See Appendix 2, where there is significant risk to health and safety, consider control measures to mitigate or reduce the risk. Employees should be made aware of the results of any assessments before they are exposed to such risks
- Ensure the robustness of any health and safety documents used within their teams including 'timely reviews of these and risk assessments too
- Ensure that all staff are provided with training and adequate supervision as is considered appropriate for them to perform their work safely
- Develop safe systems of work to reduce the risks of personal injury and / or damage to equipment and monitor the performance of these system
- Ensure the reporting and investigation of all accidents and incidents and take appropriate measures to prevent reoccurrence. Identifying why the existing control measures failed and what improvements or additional measures are required
- Identify and address work-related health problems, considering referral for occupational health support
- Ensure procurement where necessary of any appropriate Display Screen Equipment (DSE) and personal protective equipment (PPE) to enable an employee to safely carry out their duties
- Ensure any visitors, service users or contractors adhere to the prescribed health and safety standards of the organisation

4.6 Employees

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
- Undertake their tasks as instructed, in line with any risk assessment findings and training

- Report to their line manager any health and safety concerns, including the activities of outside visitors, service users or contractors
- Not misuse or interfere with any equipment, adaptive kit or technologies provided for use of a specific person to ensure safe working practice in the workplace
- Report any accident / incident involving injury, damage to plant or equipment, or potential injury damage or loss on your local Place incident management system
- Co-operate with and assist other colleagues and management in implementing this Health and Safety Policy
- Co-operate with this policy to ensure they comply with any statutory duties under health and safety legislation

4.7 ICB Health and Safety Adviser (ICB Competent Person)

In order to meet the requirements of Health & Safety law. The ICB employs a 'competent person' in the role of Health and Safety Adviser. A 'competent person' or Health and Safety Adviser, is someone who has sufficient training and experience or knowledge and other qualities that allow them to properly assist the ICB to meet its safety obligations

- The Health and Safety Adviser is responsible for providing the ICB with professional advice, support and guidance on all health and safety matters including substances hazardous to health, slips, trips and falls and manual handling
- The Health and Safety Adviser or an appropriately qualified nominee will be available to attend any ICB meetings to raise awareness of health and safety
- In the case of control of substances hazardous to health (COSHH) assessment the Health and Safety Adviser will use the standard assessment procedures and, in consultation with safety representatives and staff, assess the risks to health and make recommendations where specialist advice should be sought

4.8 Place-based competent persons

[The Management of Health and Safety at Work Regulations \(1999\), Regulation 7](#) requires every employer to appoint one or more competent persons to assist with putting measures in place to ensure legal compliance. The person is regarded as competent if they have 'sufficient training and experience or knowledge and other qualities to properly assist the employer to meet their safety obligations'.

4.9 Fire Safety Adviser

The Fire Safety Adviser will ensure processes, policies and procedures are in place to comply with statutory requirements such as [The Regulatory Reform \(Fire Safety\) Order \(2005\)](#). They will:

- ensure that regular reports are presented to the ICB Health and Safety Group informing it of the current state of fire safety in premises for which the ICB is responsible, to ensure that fire-related incidents are reported and investigated, and actions are taken to mitigate any risks and address any issues identified from this process
- receive reports following fire risk assessments and ensure that action is taken to mitigate risks and address the issues identified
- review and revise, where appropriate, all policies and procedures relating to fire safety

4.10 Fire Safety Managers and Fire Wardens

Fire Safety Managers are provided by places in compliance with [The Regulatory Reform \(Fire Safety\) Order \(2005\)](#). They are responsible for co-ordinating fire safety plans to make sure

people on or around their individual premises are safe, ensuring the advice and recommendations provided by the Fire Safety Adviser are implemented in full throughout the organisation.

In line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, fully trained place-based Fire Wardens form part of the ICB's strategy to evacuate all occupants within a tenanted building. They support the Fire Safety Manager in this role.

ICB staff who are based in other locations are required to work to the requirements of the Fire Policy for the site in which they are based to whom they should report any issues and concerns. Issues that cannot be satisfactorily resolved at a management level will be escalated to their director.

4.11 First Aid at Work

In line with [The Health and Safety \(First-Aid\) Regulations \(1981\)](#), the ICB will ensure, through the risk assessment process that adequate first aid provisions are made to deal with any injuries sustained by staff, Service users, visitors or contractors whilst at any HNY ICB workplace. Where it is assessed as being necessary, competent first aiders at work will be appropriately trained and supported to carry out their roles. Names and locations of specific first aiders will be prominently displayed in the workplace. The qualified first aider will be responsible for replenishing the stocks and maintaining the contents of the first aid box(s).

4.12 Occupational Health Provider

The ICB has procured occupational health services. The provider delivers a full, professional occupational health service, which includes staff support and guidance, counselling, health surveillance and pre-employment screening.

4.13 Infection Prevention and Control

The ICB has procured Infection prevention and control services. The provider delivers a full professional infection prevention and control service which includes staff support and guidance.

5 Consultation

Health and Safety Group

In line with the [Health and Safety at Work Act \(1974\)](#), the ICB has a Health and Safety Group that is directly accountable to the Audit Committee. With expectations of each of our six places to hold similar groups.

The aims of the group are:

- To promote partnership working between management and staff in initiating, developing and implementing improvements to ensure effective employee health and safety
- To work towards the creation of a workplace environment that secures the health, safety and welfare of all persons working for and on behalf of the ICB / place and to recognise the impact on health, safety and welfare of any organisation engaged by or working with the ICB

- To promote the use of and contribute to safe working practices and systems of work and to promote and contribute to the safety of all persons entering onto ICB premises for whatever reason
- To provide strategic and local direction on health and safety matters
- To analyse incident statistics and risk reports in conjunction with their causal factors and action plans to ensure the ICB has effective arrangements for assuring health and safety management
- To ensure that management of health and safety plans are complementary to the overall Risk Management Strategy
- To work toward the establishment of a positive health, safety and welfare culture, throughout the ICB, that contributes to all aspects of service provision, by actively encouraging good practice in both individual and group behaviour
- To contribute to and support planning and execution of work activities, promoting reasonable co-operation between all employees
- To monitor the effectiveness of the Health and Safety Policy and its revision where necessary
- To conduct an annual audit of the safety provisions within the ICB and place and the implementation of any recommendations arising from such an audit

The group provides the ICB and places with a forum at which managers and staff can consult about any health and safety issues, in good time, before the introduction or change of legislation, new equipment or new technology.

It allows staff representatives to communicate with managers in order to raise health and safety issues that may be of concern, and which cannot be resolved at a local level.

Staff-side members are accredited Trade Union Safety Representatives of recognised Trade Unions and as such are entitled to carry out their role and functions as detailed in [The Safety Representatives and Safety Committees Regulations \(1977\)](#).

6 Training

The ICB will ensure, via its recruitment process and subsequent training programme (both internal and external), that, during their period of employment, all members of staff have the appropriate level of competence to be able to safely carry out their role. Every manager must ensure that new members of staff joining their teams complete all required statutory and mandatory health and safety related training within the first three months of commencement of employment.

Mandatory training for all staff on minimising risk includes information on health and safety and risk assessment processes. Various health and safety e-learning packages are also available. These packages include COSHH, Fire Safety and Manual Handling.

Local managers / supervisors must ensure that all staff are competently trained in the safe use of any equipment they may be tasked to use during the course of their employment. This will include any update training and any further training necessary as a result of any changes in the workplace arising from the introduction of new procedures and / or new equipment and in accordance with identified training needs analyses. Health and safety training records for all staff will be held by the organisation.

7 Monitoring Compliance

7.1 Proactive monitoring

The ICB Accountable Officer and directors will ensure that health and safety is monitored via audits and inspections. This will support the overall health and safety planning and assist in promoting a positive health and safety culture. The involvement of Trace Union health and safety representatives in this process will be encouraged.

7.2 Reactive monitoring

Monitoring of injuries, ill health and other loss events will take place as necessary, to complement active monitoring. This monitoring process will involve both managers and safety representatives. The investigation of such accidents / losses, together with analysis of incidents, will be used as a tool to identify causation, reduce future incidents and assess the effectiveness of the policy arrangements. The ICB Accountable Officer and directors will ensure that such re-active monitoring is undertaken on an organisation wide basis.

7.3 Audit and review

Health and safety incidents will be reported in the first instance on the relevant incident reporting system, in accordance with the ICB's policy for reporting and managing incidents. A quarterly consolidated incident report from Place will be presented to the ICB Health and Safety Group.

Risk Assessments will be reviewed annually and will be monitored by the Health and Safety Adviser, where appropriate, identified risks may be inserted into the corporate risk register.

Audits will be conducted in accordance with the Annual Audit Plan and results will form the content of the Annual Audit Report.

In addition, the following are used to monitor the contents and outcomes of this policy:

- serious incidents (SIs)
- health and safety audits
- Health and Safety Group action notes
- risk registers
- incident reports
- complaints
- RIDDOR

8 Arrangements for review

This policy will be reviewed on every two years or if necessary, revised in light of legislative or organisational changes or as a result of any significant incident. The committee responsible for review is the ICB Audit Committee

9 Dissemination

The Accountable Officer will ensure through the ICB's line management arrangements, that health and safety considerations are included in any future business planning. Directors will ensure appropriate cascading of health and safety objectives throughout their area of responsibility in order to ensure that the needs of the organisation are identified, prioritised and that appropriate resources are allocated.

Policy documents are available via the ICB internet:

Documents and Publications - Humber and North Yorkshire Integrated Care Board (ICB)

Annual reports will be provided from places, collated and subsequently presented onwards to the ICB Audit Committee to provide assurance that reviews are taking place.

10 Associated documentation.

Display Screen Equipment (DSE) Policy
Fire Safety Policy
First Aid Policy
Agile Working Policy
Control of Substances Hazardous to Health (COSHH) Policy
Lone Working Policy
Manual Handling Policy
Incident Policy
Security Policy
Violence and Aggression Policy
Driving at Work Policy
Equality Policy
NHS Injury Allowance guidance
ICB Health & Safety Group Terms of Reference

11 References

- [Health and Safety at work Act \(1974\)](#)
- [The Management of Health and Safety at Work Regulations \(1999\)](#)
- [Workplace \(Health, Safety & Welfare\) Regulations \(1992\)](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [Provision and Use of Work Equipment Regulations 1999](#)
- [First Aid at Work Regulations 1981](#)
- [Display Screen Equipment \(DSE\) Regulations 1992](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Safety Representatives & Safety Committee Regulations 1997](#)
- [Reporting of Injuries, Diseases & Dangerous Occurrences Regulations \(RIDDOR\) 1995](#)
- [National Health Service Litigation Authority Risk Management Standards](#)
- [Health & Safety Executive \(HSE\) Website](#)
- [NHS Staff Council guidance on the NHS Injury Allowance](#)
- [Equality Act \(2010\)](#)
- [Human Rights Act \(1998\)](#)
- [Equality Duty \(Public Sector\) \(2011\)](#)

12 Appendices

Appendix 1 - Anti-Fraud, Bribery and Corruption
Appendix 2 - When should a risk assessment be carried out.

13 Impact Assessments

13.1 Equality

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It is required that a Quality and Equality Impact Assessment (QEIA) is carried out on a new policy that is likely to impact on patients, carers, communities, or staff.

The QEIA toolkit can be found at (and insert link).

Potential adverse impact on any protected group identified through the QEIA will be monitored as part of the routine work to monitor compliance with the policy.

13.2 Sustainability

A Sustainability Impact Assessment has been undertaken. No positive or negative impacts were identified against the twelve sustainability themes. The results of the assessment are displayed on the internet with this policy. **[for no adverse impact only]**

13.3 Bribery Act (2010)

Due consideration has been given to the [Bribery Act \(2010\)](#) in the development (or review, as appropriate) of this policy document, further details can be found in appendix 1.

13.4 General Data Protection Regulations (GDPR)

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection and Confidentiality Policy and related policies and procedures.

Appendix 1 - Anti-Fraud, Bribery and Corruption

BRIBERY ACT (2010)

The ICB follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent fraud, bribery and corruption. Under the Bribery Act (2010) there are four criminal offences:

- Bribing or offering to bribe another person (Section 1)
- Requesting, agreeing to receive or accepting a bribe (Section 2).
- Bribing, or offering to bribe, a foreign public official (Section 6).
- Failing to prevent bribery (Section 7).

Appendix 2 - When should a risk assessment be carried out?

A workplace risk assessment is a systematic process of examining a particular work-related job, task or activity, to identify any possible hazards and the risk of someone being injured. A risk assessment should also include any controls needed to eliminate or reduce any risk.

Changes to people

What are the impacts or risks, if the staff carrying out the work, change? If different people or groups of people become involved, this may introduce new people that are at risk and a new or reviewed risk assessment is required.

Whenever a new job brings in significant new hazards. If there is high staff turnover, then the way new staff do their work should be checked against the risk assessment, and training provided in safe working practices if necessary.

Where an employee is pregnant or breastfeeding and her work might involve a risk to her or her unborn child's health and safety. (Regulation 16, Management of Health and Safety at Work Regulations 1999).

When starting new activities

If the organisation has implemented a new activity or process that has not been risk assessed, it makes sense that a risk assessment process must be followed to assess these risks and identify the controls needed. In this situation, a risk assessment should be carried out before you start the task.

By documenting the risks along with the control measures required, and communicating this activity, you will be following best practices and helping to keep your staff safe.

Changes to activities

What about if the work activity changes or a new process is used? What if the activity is carried out in a different environment with new challenges and hazards? What if new technology is introduced? New materials or substances?

Any change to the above conditions will require a new risk assessment procedure. It may simply be a case of reviewing and amending the existing risk assessment to ensure the hazards are controlled to a suitable level. This will need to be documented and communicated to evidence and acknowledge the potential new risks from the changes in activity.