

Policy:	Health and Safety Management Plan
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Ratified by:	Quality and Safety Committee
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Name of originator/author:	Sarah Southall
Name of responsible committee/individual:	Quality and Safety Committee
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Target audience:	All Wolverhampton City CCG Staff
Equality Impact Assessment:	Not undertaken but due consideration will be given to all staff equally.

**This document is available in an alternative format i.e. text size, line spacing and text emphasis, for a copy of this please refer to Risk & Quality Team area of Intranet or contact on 01902 444666.**

# HEALTH & SAFETY MANAGEMENT PLAN

## Introduction

The CCG is an employer of a combination of directly employed and agency staff and accommodates visiting shared employees (CSU staff) who are office based personnel undertaking predominantly administrative tasks. There are in the region of 60 people are gross capacity however, many staff are transient attending meetings both on site and across the West Midlands. On occasions personnel will be required to travel further afield via either personal or public transport. The CCG currently occupies a leased building – Coniston House – a building of multiple occupation only part of the third floor is occupied by the CCG the remaining space across all other suites is either vacant or occupied by other organisations.

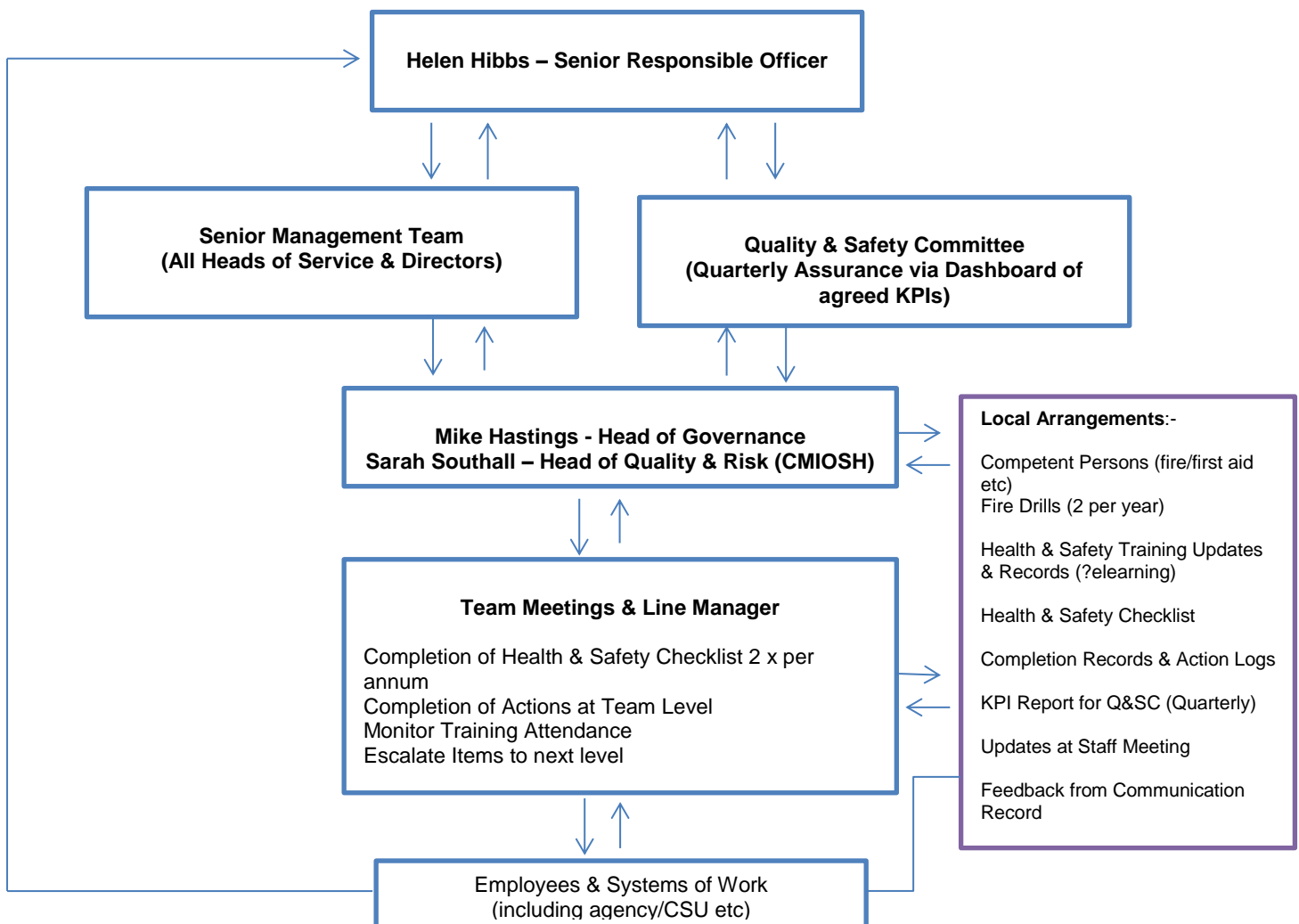
This policy & attached documentation demonstrate how the CCG has actively considered the impact of Health & Safety legislation and the control measures that have been identified for active implementation from April 2013 onwards when the CCG formally goes live. In the period leading upto 1 April 2013 the CCG/PCT has operated in accordance with Black Country Cluster Health & Safety Policy and associated arrangements.

## Management Plan

The Management Plan is made up of a series of documents including:-

- 1 Health & Safety Leadership Checklist
- 2 Health & Safety Organisational Arrangements
- 3 Health & Safety Legal Register (excel file)
- 4 Health & Safety Policy
- 5 Health & Safety Checklist Program
- 6 Health & Safety Checklist
- 7 Health & Safety Checklist Action Log
- 8 Health & Safety Communication Record
- 9 Training & Education Program *(to follow)*
- 10 Risk Assessment *(to follow)*

## Organisational Arrangements



## HEALTH & SAFETY Leadership Checklist & Self Assessment

[Completed November 2012 – review due March 2013]

This checklist of considerations below should be used as an opportunity to self assess the organisations leadership and arrangements in place to fulfil statutory requirements.

Consideration	Controls	Action/Recommendations
How do you demonstrate the board's commitment to health & safety?	Cluster Health & Safety Committee SMT Workforce Issues	There should be an assurance/performance report or template ie scorecard shared regularly with the board (suggest quarterly) appertaining to CCG Workforce Responsibilities. (Enclosure 1 – Legal Register)
What do you do to ensure appropriate board level review of health & safety?	Health & Safety Policy (cluster)	Review policy to reflect CCG Arrangements Introduce a health & safety checklist that should be completed on a quarterly basis for all teams. (Enclosure )
What have you done to ensure your organisation, at all levels, including the board, receives competent health and safety advice?	Departmental Safety Officer (Finance DK)	Consider where professional advice on health & safety will be sourced from ie consultant or supplementary training for a CCG employee/champion (NEBOSH Certificate/IOSH Managing Safely minimum).
How are you ensuring all staff, including the board, are sufficiently trained & competent in their health & safety responsibilities?	Health & Safety Training is currently provided via BCC.	Explore options contained within CSU Offer or purchase from an independent provider or purchase elearning package for all staff to complete at no longer than 2 year intervals. CCG will need to keep training records & monitor attendance rates. (see legal register for items that should be covered).
How confident are you that your workforce, particularly safety representatives, are consulted properly on health & safety matters, and that their concerns are reaching the appropriate level including where necessary the board?	Currently 1 management appointed safety representative within CCG, BCC Union Appointed Representative(s).	CSU HR Offer may include Union Safety Representation???? Consultation due to size of organisation may be necessary as there are likely to be staff who members of trade union(s).
What systems are in place to ensure your organisations risks are assessed, and that sensible control measures are established and maintained?	Datix Risk Management System currently being developed for the CCG and also available for use by Primary Care GP Practices if they wish. Heads of Service have undertaken risk profiling exercise & made entries on RR for service related operational risks. Risk Management Strategy recently approved & implementation commenced.	Ensure risk entry(ies) are in place to demonstrate workplace & workforce risks ie one general assessment reviewed at no longer than 12 month intervals & monitored by a nominated lead.

<p>How well do you know what is happening on the ground, and what audits or assessments are undertaken to inform you about what your organisation &amp; contractors actually do?</p>	<p>BCC Health &amp; Safety Team currently undertake annual building audits to ensure statutory arrangements are being achieved.</p>	<p>As above introduce workplace &amp; workforce general risk assessment to confirm arrangements &amp; their continued effectiveness.</p>
<p>What information does the board receive regularly about health and safety, eg performance data and reports on injuries and work related ill health?</p>	<p>BCC Board receive assurance from Nothing at present – gap in assurance for the CCG Board.</p>	<p>CCG Health &amp; Safety Policy to be developed to include communication model demonstrating how staff can raise concerns/issues and levels of resolution/escalation. Introduce regular workforce reporting to the CCG Board ie Health &amp; Safety Scorecard (as above) to form part of the CCG Health &amp; Safety Policy.</p>
<p>What targets have you set to improve health and safety and do you benchmark your performance against others in your sector or beyond?</p>	<p>Not aware of any</p>	<p>Adopt improvement targets in line with HSE Strategy or introduce local target(s)?? ealth &amp; Wellbeing of CCG Workforce may be available as part of CSU HR Offer or could be provided via Public Health.</p>
<p>Where changes in working arrangements have significant implications for health and safety, how are these brought to the attention of the board?</p>		<p>General Risk Assessment should be introduced &amp; shared with the board as a source of assurance demonstrating how significant changes are being assessed &amp; controlled confirming any actions/decision making required by the board. Escalation should be in accordance with communication model (mentioned above).</p>

# HEALTH & SAFETY POLICY

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Wolverhampton City CCG
Dr H Hibbs, Senior Responsible Officer
Senior Management Team supported by Line Managers & Employees of the CCG

Statement of General Policy	Responsibility of	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Senior Management Team:- Sarah southall – Quality & Risk Mike Hastings – Finance & Governance Steve Philips – Contracting & Procurement David Birch - Medicines Management Andrea Smith – Commissioning	Datix Incident Reporting System is readily available to all staff via their desktop/ laptop equipment. Incident reporting will continue to be reviewed via Quality & Safety Committee at monthly intervals to ensure all reasonable action & statutory compliance occurs ie RIDDOR etc.
To provide adequate training to ensure employees are competent to do their work	Mike Hastings – Head of Governance and Sarah Southall – Head of Quality & Risk	Team based checklist will be introduced from April 2013(as per attached program) to ensure that on each team has the opportunity at 6 month intervals to review the Health & Safety Checklist as a team via their Team Meeting, feeding into the wider organisational records to demonstrate that health & safety has been actively discussed & actions identified ensure continuous improvement as far as is reasonably practical.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	As Above	Using a range of opportunities to discuss health and safety our employees will be able to raise queries locally within their team and these will be recorded on the CCGs Communication Record to include what was queried and the outcome. Regular information sharing will take place not only at team level but at Staff Briefings and also via electronic newsletter etc etc. This will be overseen by the Senior Management Team on a routine basis & at quarterly intervals shared as assurance with the Quality & Safety Committee.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Mike Hastings – Head of Governance	The existing Fire Procedures will continue to be enforced among our teams, via Team Checklist Completion , involvement in regular fire evacuation exercises ie 2 per annum & walk through the fire procedure at 6 month intervals. Fire Officers are Karen Garbutt and Jane Woolley.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Mike Hastings – Head of Governance and Senior Management Team	Co-ordination of workplace risk assessments will be lead by Mike and supported by Senior Management Team. These will be general risk assessments of the workplace & work activity undertaken initially in April and reviewed throughout the financial year should any changes or issues arise.
Health and safety law poster is displayed:	Posters will be duly completed and displayed in the main open plan office, for staff to view. This will also be reiterated and referred in the Team Health & Safety Checklist. General Health and Safety queries can be raised informally with Department Safety Officer David Knowles.(please see organisational agreements).	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First aid trained personnel are Rebecca Brown and Sharon Nisbet, first aid boxes are located in the kitchens on each floor. All such events will be recorded via Datix and personnel will be able to update their skills in accordance with statutory requirements. RIDDOR reporting will be included routinely as part of the Team Health & Safety Checklist, co-ordination of reports & investigations will be via the CCGs Risk & Patient Safety Manager.	
<b>Signed: (Employer)</b>		<b>Date:</b>
<b>Subject to review, monitoring and revision by:</b>	Sarah Southall (CMIOSH) – Head of Quality & Risk (Chartered Safety Practitioner )	<b>Every: 6months</b>

**HEALTH & SAFETY CHECKLIST PROGRAM 2013-14**

<b>Month</b>	<b>Team/Service</b>	<b>Responsible Head of Service/Director</b>	<b>Date Completed &amp; Signed</b>
April 2013	Governance (including Board/ Lay members/Admin etc)	Mike Hastings – Head of Governance	
May 2013	Finance	Lesley Sawrey – Head of Finance & Deputy Chief Officer (acting)	
June 2013	Quality & Risk (including Safeguarding)	Sarah Southall – Head of Quality & Risk	
July 2013	Contracting & Procurement	Steve Philips – Head of Contracting	
August 2013	Medicines Management	David Birch – Head of Medicines Management	
September 2013	Commissioning	Richard Young – Director of Commissioning & Strategy	
October 2013	Governance	Mike Hastings – Head of Governance	
November 2013	Finance	Lesley Sawrey – Head of Finance & Deputy Chief Officer (acting)	
December 2013	Quality & Risk	Sarah Southall – Head of Quality & Risk	
January 2014	Contracting & Procurement	Steve Philips – Head of Contracting	
February 2014	Medicines Management	David Birch – Head of Medicines Management	
March 2014	Commissioning	Richard Young – Director of Commissioning & Strategy	

*At the end of the financial year the above program will be signed off by the CCGs Senior Responsible Officer who will have been assured that all teams will have completed the Team Health & Safety Checklist on two separate occasions during the year & acted upon items requiring action – see team records.*

**Signed by:** \_\_\_\_\_  
Senior Responsible Officer

**Date:** \_\_\_\_\_  
2013-14

# HEALTH AND SAFETY INSPECTION CHECKLIST

## Introduction

As part of the CCGs arrangements for safety in the workplace it is a requirement to complete a health and safety checklist at 6 month intervals. This will be carried out on rotation among teams to ensure that all appropriate arrangements/information/instruction/training is reaching individual team members. Predominately the inspection should be completed on a team basis, this will give the responsible Head of Service/Director an overview of management of health and safety in the workplace, highlighting actual or potential hazards by identifying substandard conditions or substandard acts.

Once the checklist has been completed an action log should be prepared to list the actions/points where further attention/clarification may be required. It is the Head of Service/Directors responsibility to ensure that these actions are taken and closed down.

Name of Person Completing Inspection	Designation				
Date of Inspection	Area Inspected				
		NA	Yes	No	Action/Comments
<b>General Health &amp; Safety</b>					
Is the Health & Safety at Work Act poster displayed prominently, do staff know where to find it?					
<b>Electrical Safety</b>					
Do any electrical leads show signs of being cut, frayed, cracked or split?					
Have any unsafe repairs been made to leads e.g. taped joints?					
Do any electrical plugs show signs of damage (casing cracked or pins bent)?					
Are any outer coverings (sheath) of the cable loose and not being gripped where it enters the plug or the equipment (internal wires showing)?					
Are any plug tops loose or missing?					
Are there any signs of burning or overheating on any plug or cable?					
Does any piece of electrical equipment show signs of physical damage?					
Is any piece of electrical equipment situated in a dangerous position (kettles too close to sinks, trailing leads over hot surfaces, etc)?					
Are there any signs of dirt or moisture getting into equipment?					
Is any piece of electrical equipment without a current inspection label (date of next inspection due should be clearly marked)?					
<b>Welfare, Housekeeping and Waste Checklist</b>					
Is ventilation adequate (natural or artificial)?					
Are any areas draughty (apart from areas open to the outside)?					
Is the working temperature comfortable?					
Is workplace generally kept neat and tidy?					
Is adequate and appropriate storage provided?					
Do access routes need clearing of goods, materials or debris?					
Is lighting adequate to reduce trips, collisions etc?					
Do windows have safety devices to prevent someone falling through the opening where appropriate?					
Are adequate toilets provided?					
Are toilet and hand basins clean?					
Are hand washing and drying facilities adequate?					
Are there enough waste receptacles provided?					
Is waste routinely collected?					
Is fresh drinking water available?					

Are lockers provided for staffs personal belongings?				
Are floors cleaned regularly and spillages promptly cleaned?				
Are access routes free of debris, waste bins, equipment etc?				
Is there evidence of smoking in non smoking designated areas?				
Is the workplace too noisy?				
<b>Slips, Trips and Falls Hazards</b>				
Are there any obstructions on the floor that could cause a slip, trip or fall from:				
Office supplies, such as books, stationery, toner cartridges, etc?				
Electrical equipment, such as printers, kettles, fan heaters, cleaners equipment etc?				
Trailing leads supplying computers, printers fax machines, etc?				
Loose carpets or mats?				
Unguarded stairwells?				
Uneven floors?				
Are there any objects that could fall on people, such as:				
Goods or stores on shelves and racking?				
Unstable freestanding stacks of goods or materials?				
Loose ceiling tiles?				
Loose electrical or mechanical equipment: lighting, pipe work, etc?				
<b>Substance-related Hazards</b>				
Have all substances used in the workplace been assessed and adequately controlled under the COSHH regulations?				
Have safer materials and substances been substituted where possible?				
Are dust or fume producing machines enclosed or isolated?				
Are sources of hazardous gases or vapours completely enclosed or sealed?				
Is suitable protective equipment provided where exposure cannot be controlled by other means?				
Has any staff member complained of any persistent or increasing allergic reactions: running nose or eyes, coughing, sneezing, itching skin, etc?				
Are substances stored appropriately?				
Are hazardous materials and substances properly labelled?				
<b>Display Screen Equipment</b>				
Are monitors correctly positioned?				
Is lighting creating glare on screens?				
Are workstations correctly positioned?				
Are staff using correct chair?				
Are staff adopting correct position at workstation?				
Have all staff completed DSE Checklists?				
Have actions from DSE Checklists been closed?				
<b>Manual Handling Hazards</b>				
Do working positions pose a hazard that could cause muscular strains, such as				
Poor lifting positions?				
Bad posture over desks or benches?				
Repetitive twisting or turning?				
Does any office furniture show signs of damage or imminent collapse (desks, chairs, benches, shelving, etc)?				
Where lifting equipment is provided has this been maintained?				
Does lifting equipment show any visual signs of damage?				



Accidents and First Aid	NA	No Action	Action	Action/Comments
Who are the CCGs First Aid personnel?				
Is first aider provision adequate?				
Is there a requirement for additional trained first aiders?				
Do those trained as first aiders require refresher training?				
Are extra first-aid boxes required?				
Are there any specific requirements for accident treatment ie allergies?				
Work Equipment				
Is there an inventory of all equipment for the department?				
Have staff received instruction and training to use equipment(except general office equipment ie laptops/desktops/printers/top drawer contents)?				
Are records of training maintained?				
Is equipment being used for the purpose it was designed for and are manufacturers instructions followed?				
Have any adaptations been made to equipment?				
Is equipment regularly inspected and maintained – are inspection and maintenance records available?				
Are visual inspections carried out by user prior to use?				
Is equipment stored appropriately?				
Fire Safety/Security				
Are rooms locked when not in use?				
Are all areas checked at the end of visiting or working day?				
Are all emergency lights working correctly?				
Has the fire alarm been activated recently for any reason other than a test/drill?				
Are flammable substances used/stored on the premises?				
Is furniture/equipment in good condition/free from damage?				
Is waste/rubbish collected daily from the building?				
Do you carry out regular visual checks of the workplace to ensure high standards of fire safety are achieved?				
Who is the fire incident officer and do colleagues understand their role?	Name			
When was the last fire drill?	Date			
How many staff have attended fire awareness training since the last inspection?	Number of staff			
Is a system in place to record the whereabouts of staff?				
Are fire extinguishers correctly positioned?				
Are means of escape routes marked?				
Are exits clearly marked?				
Is there adequate lighting for means of escape?				
Is access for the Fire Brigade available?				
Is all fire extinguishing equipment visible, not obstructed and the correct type?				
Is the site well lit at night?				
Is CCTV provided?				
Are there any security issues/concerns?				
Do all staff secure their personal belongings when not at their workstation?				



