

<h2 style="margin: 0;">HEALTH AND SAFETY POLICY</h2>
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1 Introduction

The purpose of this policy is to establish effective organisational control of the policies relating to health, safety and fire. Many of the policies included are required to enable South Lincolnshire CCG to comply with the law.

The policy provides direction, enabling South Lincolnshire CCG to plan, set targets and implement its organisational health and safety objectives.

Success of the policy will rely on a high level of commitment demonstrated at senior staff level, which will generate a positive safety culture throughout the organisation.

Any reference with regard to health and safety within this policy also includes consideration for fire safety management.

2 Policy Statement

South Lincolnshire CCG acknowledges their legal responsibilities as an employer under current national and European legislation and will as far as reasonably practicable provide a safe and healthy environment for staff and visitors to its premises with regards to areas under its control.

The standards set by the legal requirements is seen to be the absolute minimum standards by which South Lincolnshire CCG will operate and we will strive to meet the highest standards of occupational safety and health.

South Lincolnshire CCG will take steps to ensure that our statutory duties are met at all times, including the provision of sufficient funds and facilities to meet the requirements of this policy.

The maintenance of a safe and healthy environment in which to work is seen as an equally key objective to any other area of the business.

Each employee will be given all information, instruction and training as is necessary to enable the safe performance of all his or her work activities.

We also fully accept our responsibility for other persons who may be affected by our activities and will seek to provide those others with appropriate information to ensure their safety.

The Chief Officer is ultimately responsible for health and safety throughout South Lincolnshire CCG.

It is the duty of management to ensure that all processes and systems at work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent persons will be appointed to assist South Lincolnshire CCG in meeting its statutory duties including where appropriate external specialists.

Fundamental to the success of this policy is the responsibility and co-operation of all employees for health and safety at work. Each individual has a legal obligation to take reasonable care of their own health and safety and for the safety of others who may be affected by their acts and omissions.

The key objectives contained within this policy will assist South Lincolnshire CCG to ensure:

- The health and safety of all employees, visitors and others who may be affected by our undertakings.
- That all employees have a clear understanding of their individual and collective responsibilities regarding health and safety.
- The adequate and appropriate training of all employees.
- The effective monitoring of policies/procedures by inspection and audit.
- All employees are actively involved via the localised consultation process.
- All health and safety policies and procedures are regularly reviewed.
- Standards are set with regards to health and safety management within the organisation.

This policy will be regularly updated to reflect operational and legislative changes and any lessons learnt from experience. A copy of this policy is available to all South Lincolnshire CCG members of staff and consultants, contractors, other building users and their employees.

We request that all our visitors and those who may come onto our premises respect this policy, a copy of which can be obtained on demand.

Signed:

Chief Officer
South Lincolnshire Clinical Commissioning Group

Date:

3 Distribution & Implementation

3.1 Distribution Plan

- This document will be made available to all staff via the South Lincolnshire CCG internal shared drive site.
- A link to this document will be provided on the staff shared drive site.
- The latest version of this policy will be available on the South Lincolnshire CCG website.

3.2 Training Plan

- A training needs analysis will be undertaken with staff affected by this document.
- Based on the findings of that analysis appropriate training will be provided to staff as necessary.
- Guidance will be provided on the staff shared drive site.

4 Associated Documentation

- South Lincolnshire CCG Fire Safety Policy
- Local Fire Procedures
- Health and Safety Guidance Documents

5 References

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005

6 Responsibilities

6.1 Chief Officer

The Chief Officer accepts overall responsibility for all matters relating to health and safety, security and fire safety within South Lincolnshire CCG and is the designated “Responsible Person” with regards to fire safety management within the organisation.

6.2 Chief Finance Officer

The Chief Finance Officer has responsibility for establishing and maintaining effective health and safety policies, procedures and systems to ensure that health and safety is accepted as an integral part of South Lincolnshire CCG’s culture by:

- Ensuring that the Governing Body is appraised of health and safety matters and ensuring that sufficient resources are available to provide health and safety equipment, training, instruction and supervision for all employees.
- Ensuring Health and Safety matters are adequately considered within the planning and life cycle of new projects.
- Informing the Governing Body of the health and safety implications of decisions taken.
- Ensuring that responsibilities have been allocated for health and safety to specific staff and that they are competent to undertake those duties.
- Monitoring South Lincolnshire’s health and safety performance and ensuring that any information from that monitoring is used to identify situations that create risks and take the necessary preventative action.

- Arranging where appropriate, specialist advisory assistance for health and safety to ensure South Lincolnshire's compliance with its duties under current legislation.
- Arranging audits, internally and/or by outside agencies to ensure that South Lincolnshire's Health and safety policies, organisation and systems are actually achieving the best results.
- Staff welfare through the provision of appropriate systems and policies.
- The provision of Health and Safety Training, identified as necessary to support effective Health and Safety management.
- HR Policies and Procedures are consistent with Health and Safety requirements.
- The HR Department supports the successful achievement of South Lincolnshire's Health and Safety obligations.

6.3 Executive Officers

Each Executive Officer has delegated responsibility for health and safety within their Department and has the responsibility to provide leadership, ensure compliance and promote responsible attitudes towards health and safety by:

- Ensuring that staff are aware of and understand South Lincolnshire's Health and Safety Policy and are involved in making it work.
- Ensuring that suitable and sufficient risk assessments are undertaken and developing suitable elimination or control measures as far as is reasonably practicable.
- Ensuring effective training is provided along with information and supervision to enable employees to carry out their work safely.
- Ensuring health and safety is always considered at the planning stage for all new services, buildings, conversions/change of use of buildings.
- Ensuring the reporting and investigation of all accident/incidents and near misses is carried out within the timescales stated in the Procedure for the Reporting of Incidents and Near Misses and recommendations of any remedial action implemented.
- Monitoring and auditing the effectiveness of the Health and Safety policy and the performance of staff in fulfilling their responsibilities.

6.4 Senior Managers/Line Managers

Managers have delegated responsibility for ensuring that the Health and Safety Policy is understood and acted on within their area of responsibility. In order to achieve this they are required to:

- Develop and maintain local rules and arrangements for health and safety specific for their areas of responsibility where appropriate, for example, fire procedures.
- Ensure that suitable and sufficient risk assessments are undertaken and developing suitable elimination or control measures as far as is reasonably practicable.
- Ensure that employees, contractors and visitors know, understand and apply safety procedures.

- Establish that all equipment used is suitable for the task and is kept in good working condition including the regular maintenance and servicing of equipment.
- Provide adequate training, instruction and supervision in the use of equipment.
- Ensure that all accidents, incidents and near misses are properly recorded and reported
- Ensure that an investigation is carried out to establish the cause of all accidents, incidents and near misses and to prevent a recurrence, where possible and in line with the relevant Procedure for the Reporting of Incidents and Near Misses.
- Ensure that lessons learnt from accidents/incidents and near misses are reported back to the appropriate members of staff.
- Consult with South Lincolnshire CCG's nominated Health and Safety professional regarding health and safety issues and, where necessary, promptly inform Senior Management of any issue that requires their attention.

6.5 Employees

It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions at work and to co-operate with South Lincolnshire CCG in health and safety matters by:

- Maintaining a suitable knowledge and understanding of the organisations health, safety, fire and security policies and procedures.
- Attending health and safety training sessions as directed.
- Applying training and instruction and following safety rules and procedures at all times.
- Not undertaking any task for which authorisation and/or training have not been given.
- Reporting any hazard or defect without delay to a manager.
- Reporting all accidents/incidents or near misses without delay using the relevant Procedure for the Reporting of Incidents and Near Misses and co-operating in any subsequent investigation.
- Complying with any procedure within the areas of their work.
- Operating in a way that demonstrates a high level of support to their employer in complying with their legal obligations.

6.6 Nominated Health and Safety Professional

South Lincolnshire CCG has appointed the Corporate Governance Team at Optum Commissioning Support Service as its 'competent person' (as defined in Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to assist the CCG to comply with the relevant statutory provisions. This team is responsible for:

- Reviewing and updating the Authority's health and safety policies and their supporting procedures, as necessary.
- Advising the Authority on the requirements of health and safety legislation and the appropriate action needed to comply with such legislation. In particular, advising and enabling the Authority to fulfil its statutory duties as set out in the Health and Safety at Work Act (1974) and through compliance with:

- Health and Safety at Work regulations (1999);
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995);
 - Workplace (Health, Safety and Welfare) Regulations (1992);
 - The Regulatory Reform (Fire Safety) Order (2005).
- Undertaking health and safety audits and inspections, as required, liaising with external organisations (e.g. landlords) as required.
 - Designing and delivering health and safety training to the employees of the CCG.
 - Providing support and advice for accident reporting and RIDDOR investigations.

6.7 Fire Wardens

Fire Wardens are identified and trained and will support to support the Health and Safety professional on a day to day basis.

The main duties of the Fire Warden are to:

- Act as a focal point on fire safety issues for their local area of the building.
- Organise and assist in the implementation of fire safety procedures within local areas.
- Raise issues regarding fire safety with the Health and Safety professional.
- Assist with coordination of the response to an incident within the immediate vicinity.
- Be responsible, within an allocated area, for ensuring evacuation of personnel during an incident or fire drill.
- Be trained to tackle a fire with fire-fighting apparatus where appropriate.

All Fire Wardens must be identified by location, name, and hours worked and a list compiled that must be displayed in the appropriate place(s).

6.8 First Aiders

First Aiders must only provide first aid within the limits of their training (First aiders will be required to gain a First aid certification after attending a 1 day training course). Their key responsibilities are:

- Provide first aid in cases where a person will need assistance from a doctor or nurse; treatment for the preserving of life and minimising the consequences of injuries and ill health until such help is required.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment from a doctor or nurse.
- Ensure adequate first aid facilities are provided and maintained.
- Take charge of instances where first aid is required.
- Provide casualties with early and effective help.
- Arrange for casualties to be taken to hospital where required.
- Remain with casualty until help arrives.
- Ensure that casualties' personal belongings are safe and secure.

6.9 Appointed Persons (First Aid)

Appointed persons will only provide first aid within the limits of their training (Appointed persons will attend a 1 day basic training course). Their key roles are:

- To take charge of a situation where first aid is required.
- Call an ambulance if there is a serious illness or injury
- Arrange for casualties to be taken to hospital where required.
- Remain with casualty until help arrives.
- Ensure that casualties' personal belongings are safe and secure.

6.10 Hosts should ensure that visitors to South Lincolnshire CCG Offices:

- should where possible only visit our premises by prior appointment.
- should be accompanied at all times while they are on the premises unless they are regular visitors, or restricted to a specific area of the building.
- should be informed of any particular local hazards and risks, emergency procedures and first aid arrangements.
- should also be required to sign the visitors' book at reception and carry suitable identification at all times.

6.11 Trainees and New Starters

HR and Line Management should ensure that:

- Trainees and new starters will typically attend a formal company induction some weeks after beginning working within South Lincolnshire CCG and as soon as possible.
- Trainees and new starters will be given a local health and safety induction by the individual who will be supervising their work.
- Health and Safety training should take place within the first two months of work with South Lincolnshire CCG and should include introduction to first aiders and fire wardens.
- Trainees and new starters, and in certain cases visitors, should be included in health and safety training programmes as soon as possible where this is appropriate.
- Special consideration should be given to those who are young, inexperienced or felt to be particularly at risk.

7 General arrangements

7.1 Display Screen Equipment

In achieving its obligations under The Health & safety (Display Screen Equipment) Regulations 1992, South Lincolnshire CCG will implement the following arrangements which should be driven by line management.

- All users will complete the self-assessment of their workstation using the Health & Safety Toolkit.

- Assessments will be reviewed where there are significant changes to the workplace, changes to the workstation including new equipment, move of workplace/position for employee, change in legislation, or following a complaint of discomfort and at least every 12 months.
- Where requested, the Health and Safety professional will assist in the assessment process.
- Necessary remedial measures as identified in the risk assessment will be implemented as far as possible immediately following the assessment.
- Organise staff activities to prevent intensive periods of on screen activity in an effort to prevent the onset of fatigue. This may be achieved by short breaks or changes in the work activity.
- Provide software which is suitable for the task and not unnecessarily complicated.
- Management will notify Occupational Health of any adverse health or medical conditions immediately they are reported.
- Arrange for the provision of vision or sight test at appropriate intervals. For users, South Lincolnshire CCG will meet all agreed costs of the site test providing that the test has been arranged through the manager and the necessary documentation completed. Where a member of staff arranges a test independently and without the knowledge of his / her manager, then South Lincolnshire will not be responsible for the cost.
- All sight tests are required to be carried out by a registered Optometrist / Ophthalmologist.
- Where it is confirmed in writing by the appointed optician that visual aids are necessary for the use of display screen equipment, South Lincolnshire will pay towards the cost of providing special corrective appliance (normally spectacles).

South Lincolnshire CCG will pay a contribution to:

- The cost of the sight test
- The cost of standard lenses as per NHS Prescription charges, where required for correction. The cost of additional lens features will be borne by the employee.
- The cost of a standard frame as per NHS Prescription charges. (The additional expense of something more fashionable will be borne by the employee).
- The employee will be permitted leave to attend the sight test with least disruption to service delivery and in agreement with line management.
- Evidence of the purchase must be produced and a receipt must accompany the member of staffs claim for reimbursement.
- Employees must provide a quote for the standard costs where they have purchased additional features.

The member of staff will be personally responsible for the safekeeping of all special corrective appliances.

Where a problem arises in the use of display screen equipment, the member of staff must inform their line manager immediately. In the event of an adverse health or medical condition, advise their line manager who will notify occupational health.

All accidents, incidents and injuries must be reported in accordance with South Lincolnshire CCG's Incident Reporting Policy, using the standard incident form. Reference to the DSE Policy should be sought.

7.2 Control of Substances Hazardous to Health.

The Control Of Substances Hazardous to Health (COSHH) Regulations 2002 are intended to prevent workplace disease and ill health resulting from exposure to hazardous substances. South Lincolnshire CCG will implement the following arrangements for controlling risks from such materials, either by use of South Lincolnshire CCG staff or from those introduced by contractors and others.

The range of substances regarded as hazardous under COSHH and will be taken into consideration are:

- Substances or mixtures of substances classified as dangerous to health under The Chemical (Hazard, information for Packaging and Supply) Regulations 2002 (CHIP). These have COSHH warning labels and manufacturers must supply data sheets. They cover substances that are very toxic, toxic, harmful, corrosive, or irritant under CHIP.
- Substances with a workplace exposure limit as listed in EH40 published by the HSE.
- Biological agents (bacteria and other microorganisms) if they are directly connected with the work.
- mg/m³ as a time weighted average over an 8 hour period, or respirable dust.
- Any other substance which has comparable hazards to person's health, but which for technical reasons is not covered by CHIP.

All employees will ensure that all substance brought onto site for the first time will be brought to the attention of the Health and Safety professional prior to use.

All substances must be accompanied by a Material Safety Data Sheet provided by the manufacturer / supplier.

The Health and Safety professional will decide if a risk assessment is necessary.

Under no circumstances may any work be carried out where employees are liable to be exposed to substances hazardous to health unless:

A suitable and sufficient risk assessment including the needs to meet COSHH has been made.

- The assessment will be reviewed and changes made regularly and immediately if:
 - It is suspected that it is no longer valid
 - There has been a significant change in the work to which it relates.
 - Any results of any monitoring identified as necessary under the regulations.

- Any exposure to substances hazardous to health will be either prevented or where this is not reasonably practicable, adequately controlled.
- Reasonable steps will be taken to ensure that control measures, PPE or anything else provided under COSHH, are properly used or applied.
- Exposure to any hazardous substances will be monitored to ensure maintenance of control measures or the protection of health.
- Records of identifiable personal exposures will be maintained for 40 years and any other exposure for 5 years.
- Where appropriate, health surveillance will be provided to employees who are exposed or liable to be exposed to substances hazardous or processes in schedule 6, or develops an identifiable disease or health affect which may be related to the exposure.
- Where risk assessment identifies the need for emergency plans and procedures, these will be developed as required.
- Where employees are likely to be exposed to substances hazardous to health, South Lincolnshire CCG will provide adequate information, instruction and training on the risks to health and the precautions which should be taken.
- Contractors and other service providers must inform South Lincolnshire CCG of their intention to use hazardous substances in their activities, prior to commencement of work.
- Copies of contractor COSHH risk assessments must accompany project specific method statements.
- Monitoring for compliance will be achieved during routine workplace inspections.

7.3 First Aid

South Lincolnshire CCG will appoint a designated person within each premise where our staff are employed to ensure that suitable first aid provision is available. The following arrangements will be implemented to achieve legal compliance and adequate first aid is provided:

The designated person will carry out a risk assessment to determine the level of provision required.

Risk assessments will consider:

- Workplace hazard and risk
- Number of staff
- Organisations accident history
- The distance of site from any emergency medical support.
- Annual leave and other absences of first aiders and appointed persons.

- The risk assessment will be reviewed:
 - Where office locations change
 - Numbers of staff change considerably
 - Number and type of accidents change.
 - At a period not exceeding 2 years

- First aid provision will be made available to:
 - Employees.
 - Visitors.
 - Contractors while working on site (by agreement).
 - Work experience

- The number of first aid personnel which will be available at all times people are at work, will be as a minimum in office type environments:
 - Less than 25 employees – one appointed person
 - Between 25 – 100 employees – one first aider trained in emergency first aid at work.
 - More than 100 employees – one first aider trained in first aid at work for every 100 people or thereof.
- When selecting someone to take up the role of first aider, the following factors will be taken into account including an individual's:
 - Reliability, disposition and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - The availability to leave normal duties to allow them to go immediately and rapidly to an emergency.
- Prior to taking up first aid duties, a first aider will have undergone training and have gained a suitable qualification approved by the HSE and must hold a valid certificate of competence in either:
 - First aid at work issued by a training organisation approved by the HSE; or
 - Emergency first aid at work issued by a training organisation approved by the HSE.
- Training will be repeated at a period not exceeding 4 years and in any instance before present certificates expire
- In premises identified as not requiring a first aider, a suitable number of appointed persons will be appointed to take charge of first aid arrangements, including looking after equipment and facilities and calling the emergency services when required.
- The appointed persons will have undergone training and have gained a suitable qualification approved by the HSE and must hold a valid certificate of competence.
- Training will be repeated at a period not exceeding 3 years and in any instance before present certificates expire.
- Employees will be informed of the first aid arrangements in place by the following means:
 - At employee induction
 - As part of the consultation process.
 - Signage
- First aid equipment suitable for the risks will be provided and available to all employees' at all relevant times. The minimum level of first aid equipment which will be provided will consist of a suitably stocked and properly identified container which is easily accessible. Tablets and medication will not be kept in the first aid container.

All incidents must be reported to the line manager as soon as possible after the event. If the line manager is not available, the incident must be reported to the next available senior member of staff.

7.4 Welfare

- With respect to health, safety and welfare, equipment, devices and systems will be maintained and cleaned so that they function efficiently by the use of competent contractors.
- Effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air and any plant used for this purpose shall include an effective device to give visible or audible warning of failure of plant.
- Temperature will be maintained to provide reasonable comfort without the need for special clothing.
- Temperature will normally be at least 16°C, unless much of the work involves severe physical effort in which case the temperature will be at least 13°C.
- Lighting will be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Where appropriate, local lighting will be provided at workstations, or other places of particular risk. Wherever possible natural light should be preferred to artificial.
- Emergency lighting will be provided when persons at work are especially exposed to danger in the event of failure of artificial lighting. This applies particularly to stairs and especially if they form part of the emergency evacuation route.
- Workplaces will be designed so that they can be cleaned properly and waste materials will not be allowed to accumulate and will only be stored in the suitable receptacles provided.
- Every workplace and the furniture, furnishings and fittings within will be kept clean. The surfaces of the floor, walls and ceilings of all workplaces inside buildings will be capable of being kept clean.
- All rooms will have enough space to allow people to get to and from workstations and to move within the room with ease.
- Workstations will be arranged so that each task can be carried out safely and comfortably, with the workers being at suitable height in relation to the work surface. Work materials and frequently used equipment including controls will be positioned within easy reach, eliminating undue bending or stretching.
- Workstations, including seating and access to the workstation, will be suitable for any special needs of the individual employee.
- Seating will provide adequate support for the lower back and a footrest provided for any worker who cannot comfortably place his or her feet flat on the floor. For most operations, foot rests are not necessary unless a display screen assessment has indicated such a need.
- Floor and traffic routes will be of sound construction and have adequate strength to take into account loads placed on them and the passing of traffic over them. Floors should not be overloaded.

- Surfaces of floors and traffic routes will be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall, drop or lose control of anything or cause inability to steer or loss of control of vehicle and their loads.
- Slopes will not be steeper than necessary.
- Surfaces of floors and traffic routes, which are likely to get wet or be subject to spillage, will be of a type that do not become unduly slippery and a slip resistant coating will be applied where necessary to combat this.
- Floors and traffic routes will be kept free of obstructions that may present a hazard or impede access.
- Every open sided staircase will be provided with a suitable means of preventing falls.
- So far as reasonably practical, suitable and effective measures will be taken to prevent any person falling a distance likely to cause personal injury and to prevent any person being struck by a falling object likely to cause personal injury.
- A secure system of guarding will be provided wherever possible at any place where a person or materials might fall from height.
- Changes of floor level which are not obvious should be marked to make it conspicuous.
- Windows and transparent doors will be made of safety material where necessary for safety reasons and will be marked so that people are aware they exist.
- It will be possible to reach, operate and control opening windows, skylights and ventilators in a safe manner. Where necessary, appropriate equipment such as window poles will be provided.
- Open windows should not project into an area where persons are likely to collide with them.
- All windows and skylights must be of a design to enable them to be cleaned safely.
- Transparent or translucent surfaces in doors, gates, walls, partitions, will be of a safe material or be able to be protected against breakage that might result in personal injury to the user.
- All windows and skylights must be capable of being cleaned safely. Where our employees occupy older buildings and the windows cannot be cleaned safely, they must remain dirty.
- There will be suitable and sufficient sanitary conveniences provided at readily accessible places. Sanitary conveniences shall not be suitable unless:
 - The rooms containing them are adequately ventilated and lit.
 - The rooms containing them are kept clean and tidy.
 - Separate rooms are provided for men and women, except where the door of the room is capable of being secured from the inside.
- Suitable and sufficient washing facilities shall be provided at readily accessible places. Washing facilities will:

- Be provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
 - Be provided in the vicinity of any changing rooms.
 - Include a supply of clean, hot and cold or warm water.
 - Include soap or some other suitable means of cleaning.
 - Include towels or other suitable means of drying.
 - Be in rooms that are sufficiently ventilated and lit.
 - Be in rooms that are kept clean and tidy.
 - Provide facilities for men and women, except where the door of the room is capable of being secured from the inside.
- An adequate supply of wholesome drinking water will be provided for all persons and this will be readily accessible at suitable places
 - There will be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form, which the persons can drink easily.
 - There will be suitable and sufficient rest facilities provided for men and women. The rest facilities provided will include:
 - Facilities to eat meals where food eaten at workplace would otherwise likely become contaminated.
 - Include arrangements to protect non-smokers from discomfort caused by tobacco smoke.
 - Provision for any person at work who is pregnant or a nursing mother to rest.
 - Sufficient facilities for workers who regularly eat meals at work.
 - Rest rooms that are kept clean and to a good hygienic standard.

7.5 Driving for Business Purposes

South Lincolnshire CCG will implement the following procedures to assist in controlling the risks from driving by their employees who use their own vehicles for work. Legal rules and responsibilities do not extend to commuting unless the employee is travelling from their home to a place that is not their usual place of work.

- Employees will only use their own vehicle for driving in connection with their employers activities when authorised.
- Every employee's vehicle used in connection with their employers activities will be maintained to a standard that ensures they are roadworthy, serviced as manufacturers requirements, taxed and insured (to include business purposes) and have a current MOT certificate where required. Any vehicle that does not comply with these requirements must not be brought onto any property.
- Any employee driving on behalf of their employer will hold a current driving license for the class of vehicle they intend to drive. Any employee that does not comply with these requirements must not drive any vehicle on official South Lincolnshire CCG business.

- All employees are encouraged to report all work-related road incidents. The purpose of collecting this information is to allow us to make informed decisions about the effectiveness of existing policy and the need for changes.
- Only drivers who are sufficiently fit and healthy to drive safely and not put others or themselves at risk, will drive any vehicle on official South Lincolnshire CCG business.
- Employees must not drive in any way that breaks the law or puts other drivers at risk. Sufficient time will be allowed to eliminate the need for hurrying and taking unnecessary risks. E.g. speeding.
- South Lincolnshire CCG will require a copy of each employees (who drives on behalf of the business) driving license, insurance certificate and MOT certificate including yearly updates.
- Where adverse weather conditions are present or predicted, those planning their journeys should only do so if they feel that the journey can be completed safely.

7.6 Consultation with Employees

South Lincolnshire CCG will implement the following arrangements to ensure an adequate means of consulting and communicating with employees takes place. The purpose is to provide and exchange information and instructions to enable the organisation to function efficiently. Consultation will be in line with The Health & Safety (Consultation with Employees) Regulations 1996 (HSCER).

- Employees will be consulted on the following:
 - The introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work (such as the speed of a process line and shift-work arrangements);
 - The arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
 - The information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
 - The planning and organisation of health and safety training; and the health and safety consequences of introducing new technology.
 - The health and safety consequences of any new legislation.
- Information will not be provided if:
 - It is contrary to national security or unlawful.
 - Concerns individuals who have not consented to information being divulged.
 - Would harm the business, unless this coincides with effects on health and safety.
 - Involves information connected with legal proceedings.

- Consultation will take place:
 - At team level by the inclusion of health and safety at team meetings.
 - Concerns and points of view will be passed from the team meetings to Human Resources.
 - Access to Human Resources through the local Intranet.
 - Information to employees will be provided from Human Resources and through line management.
 - Necessary changes to policies from the consultation process will be implemented through the Health & Safety professional.

8 Disabled persons

South Lincolnshire CCG aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for retraining if appropriate. Arrangements will be made to ensure that visitors who have a disability will be welcome and not disadvantaged by our equipment, premises, or facilities.

South Lincolnshire CCG's health and safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

9 Incident reporting

In order to ensure that South Lincolnshire CCG provide a safe, healthy environment for all staff, visitors, contractors and members of the public, we will require that all accidents, incidents, near misses and certain diseases are reported in a clear, concise and timely manner.

An accident reporting procedure has been devised and is in operation at all locations in which South Lincolnshire CCG have a staff presence. An accident form and associated guidance documents are in circulation which will aid us into ensuring that all accidents are investigated and lessons learned to prevent a reoccurrence.

10 Fire and emergency evacuation

10.1 Fire Risk Assessment

Fire risk assessments will:

- Be carried out by the **owner** of the building with the assistance of the tenant occupier(s) where necessary.
- Be carried out / reviewed at least once in any 12 month period, or following a serious incident, significant changes in premises layout or changes in legal requirements.

- Include all structural areas of each premise and take into consideration building compartmentalisation, means of escape, provision of fire alarm systems, emergency lighting, firefighting equipment and signage.
- In premises where the South Lincolnshire CCG has employees working, the assessment will include an assessment of conformity with fire safety management and policy requirements.
- In premises where other employers occupy certain areas, consideration of fire safety management relating to staff will not be considered. Fire assessments will be requested from these employers relating to fire safety management relating to staff within their areas of control.
- Prioritise actions necessary for improvement which will be implemented within the recommended timescales.

10.2 Co-operation between various parties.

A suitable means of ensuring co-operation between various parties will be implemented as follows:

- Fire safety management will be included on agenda for in house team meetings.
- Meetings arranged between all relevant parties relating to all premises where South Lincolnshire CCG staff are in residence on a regular basis and at a maximum of 12 months apart.
- Pre-planned agenda to be used at meetings:
- Contractor management and the implementation of safe systems of work.
- Shortfalls identified from audits and inspection.
- Agreeing the way forward.

10.3 Emergency Evacuation Plan.

An emergency evacuation plan will be developed for each premise. A copy will be kept in the on-site fire safety manual and will include the following areas:

- Workplace details
- Organisation and responsibility
- Means of raising alarm in the event of a fire
- Procedure for calling the fire brigade
- Means of escape in case of fire
- Firefighting equipment and the rules for use
- Evacuation of building occupants and refuges and lifts.
- Methods of communication during evacuation
- Ensuring the premises are clear and controlling re-entry.
- Plans / drawings

10.4 Fire Safety Awareness training

Fire safety awareness training will be provided to all staff. The training will include basic fire awareness for all and include the duties and responsibilities of a Fire Warden. This will allow South Lincolnshire CCG to appoint fire wardens from the full complement of staff.

10.5 Fire Drills

Fire drills should be carried out twice yearly within each premise as a minimum. Where a large number of employees new to a premise become evident due to re-organisation additional fire drills will be carried out. The Health and Safety professional will be in attendance at fire drills to monitor actions and introduce typical scenarios to provide a level of authenticity.

11 Manual Handling

South Lincolnshire CCG will ensure that adequate arrangements are in place to effectively control the risks from manual handling operations. Line managers will ensure that suitable controls are implemented throughout their teams. The arrangements in place to manage the risks from manual handling include:

- The carrying out of manual handling risk assessments. A generic risk assessment will be carried out for each workplace.
- Specific risk assessments will be carried out where significant risks are identified and are not included in the generic assessment, or where an individual employee reports adverse symptoms, becomes ill, injured or disabled, or returns following a long period of sickness, as they may have become vulnerable to risk.
- Manual handling will be included in any risk assessment relating to pregnant ladies, nursing mothers and young persons.
- Prior to the assessment process it should be identified whether or not manual handling can be avoided.
- Where manual handling cannot be avoided the assessment process will be undertaken by someone who can make an informed judgement.

The risk assessment will include the following factors:

- The load
- The task
- The environment
- The independent capability of those being assessed
- Other concerns such as restricted movement from the use of PPE.

Appropriate steps will be taken to reduce the risk of injury to those employees arising out of their undertakings, any such manual handling operations to the lowest level reasonably practicable.

Appropriate steps will be taken to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on:

- the weight of each load, and
- the heaviest side of any load whose centre of gravity is not positioned centrally.

Training on manual handling for all staff will be covered at employee induction with refresher training provided at a timescale not exceeding 3 years. Training will cover:

- Manual handling risk factors and how injuries can occur.
- How to carry out safe manual handling including good handling techniques.
- Appropriate systems of work for the individual's tasks and environment.
- Use of mechanical aids.
- Practical work to allow the training to identify and put right anything the trainee is not doing safely.

The effectiveness of the control measures will be monitored through inspection, audit and accident / incident data

12 Mobile phones

South Lincolnshire CCG will provide staff members with a mobile phone if they require one to expedite their duties within the organisation. This mobile phone should only be used for official CCG business.

South Lincolnshire CCG policy on using a mobile phone whilst driving is based on the safety of the member of staff as well as other road users and members of the public. It is against the Law to use a hand held mobile phone device whilst driving, if the phone is not being used in conjunction with a hands free device. Failure to adhere with this requirement is a disciplinary offence.

13 General Safety and environment

13.1 Risk Assessment

- South Lincolnshire CCG will implement a system of risk assessment and management which will assist us in complying with their legal obligations with regards to the identification and elimination of hazards and control of risk associated with their business.
- A risk assessment toolkit has been developed to assist those carrying out risk assessments with their tasks.
- Risk assessments will be carried out / reviewed by senior or line managers and supported by the health and safety professional as required and as and when necessary, with typical timescales identified as:
 - Commencement of employment
 - Changing work activity and environmental circumstances.

- Change in the level of risk faced.
 - Change in personal circumstances.
 - Change in guidance and legal requirements
 - At a reasonable timescale not exceeding 12 months.
- A system of general risk assessment with guidance and pro-formas can be found on the shared drive site.
 - Once the relevant risk assessments have been carried out, line management will process the recommendations for action ensuring that they are completed in reasonable timescales with regards to the level of risk.

13.2 Portable Appliances

- Staff should not bring in personal items of equipment into work unless by prior arrangement and the equipment is PA Tested.
- All tested appliances must display the Electrical Safety Test sticker that indicates the date of the test and the date the next test is due.
- All portable appliances will be tested on an annual basis.

13.3 General Electrical Safety

- South Lincolnshire CCG will implement the following arrangements to ensure that the risks from electrical systems are eliminated or controlled to a standard that provides safe systems and equipment
- Electrical leads should be positioned so as not to cause a trip hazard and should not be used for carrying the appliance or for removing the plug from the socket. Electrical leads should not be coiled tightly.
- The power source to an electrical appliance must be switched off when not in use, unless otherwise indicated by the manufacturer or operators instructions.
- The power source must be turned off and the plug removed from the socket before cleaning an electrical appliance, and the manufacturers cleaning instructions should be followed.
- In the event of finding a colleague suffering from an electrical shock, do not touch the person. SWITCH OFF the mains and disconnect the power supply and summon assistance.
- Electrical extension leads should be used for short periods only (i.e. to run a projector for a presentation). They should not be used for running equipment for a prolonged period.
- Suitable measures will be provided to prevent unauthorised access to electrical equipment.

14 Monitoring and auditing

South Lincolnshire CCG will implement the following arrangements for monitoring health, safety and fire safety performance, to identify compliance with both the health and safety policies in place and legal requirements.

Two basic types of monitoring will be implemented:

14.1 Active monitoring

Taking the initiative before things go wrong and involves routine inspections and checks to make sure that standards and policies are being implemented and that controls are working. Active monitoring will be provided by:

- A workplace safety inspection carried out by a line manager across the whole office on a 6 monthly basis using a pre-designed checklist.
- The health and safety professional will be in attendance at the above inspections if required.
- Any non-compliance identified will be rectified at the time of the inspections where possible. Where this is not possible, defects will be prioritised for action.
- Reports of inspections will be sent to the health and safety professional for action.
- Safety management audits will be carried out annually and will be used to assess the adequacy of the whole organisations health and safety management.
- The audit will be undertaken by the health and safety professional and during operational hours.
- Findings and a written report will be provided by the health and safety professional to the head of Corporate Governance.

14.2 Reactive monitoring

Measuring failures in risk control to provide opportunities to check performance, learn from failures and improve the health and safety management system Reactive monitoring will be provided by implementing suitable systems to identify and report:

- Injuries and work related ill health.
- Other losses such as damage to property.
- Incidents including those with the potential to cause injury, ill health or loss
- Hazards and faults.
- Weaknesses or omissions in performance standards and systems including complaints from employees and enforcement action by the authorities.
- Figures identified from reporting procedures will be analysed and policies reviewed against the findings by the health and safety professional with a report being provided to the Chief Finance Officer.