



Islington

Clinical Commissioning Group

HEALTH, WELLBEING AND SAFETY

1	POLICY DRAFTED BY:	INTEGRATED GOVERNANCE MANAGER
2	ACCOUNTABLE DIRECTOR:	DIRECTOR FOR QUALITY AND GOVERNANCE
3	APPLIES TO:	ALL STAFF
4	COMMITTEE & DATE APPROVED:	GOVERNING BODY
5	VERSION:	1.2
6	RELATED DOCUMENTS:	Lone Worker Guidance
7	DATE OF IMPLEMENTATION:	31 March 2014
8	DATE OF NEXT REVIEW:	On or Before 31 March 2017

DOCUMENT CONTROL

Date	Version	Action	Amendments
3/2/14	1.2	Review by Joint Partnership Group	Review of reporting arrangements for incidents; references to the Health and Safety Act; and scope of policy to ensure it covers staff in all areas, not just Goswell Road

1. Introduction

Islington CCG must ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and of others who may be affected by its business activities; These responsibilities shall be given equal priority with the CCG's other statutory duties and objectives.

This policy discusses the CCG's responsibilities and its approach to fulfilling them, and is based on guidance on good practice from the Health and Safety Executive. It should be read by all CCG staff wherever they may be, and in conjunction with local health and safety policies specific to the site where they are based.

2. Policies statement

Islington CCG's policies set out the organisation's standards and intentions, and are written with the aim of being as clear and comprehensive as possible. However, we operate in a dynamic and evolving work environment and attention should be paid to the spirit of the policy as well as the letter. Policies by themselves cannot guarantee effective behaviour or the delivery of key objectives. While they are designed to support the CCG, and the people working within it, our success depends on continuous, high quality effort by everyone the policy covers. Therefore thought must be given to good practice when applying or interpreting any of the CCG's policies, and you should read any guidance or supporting documentation that relates to this policy to help you do this. In addition, this policy should work in accordance with national and local guidance on child and adult safeguarding as applicable.

3. Purpose and Scope of the Policy

The aim of this policy is to set out a system approach to health and safety management and to assure readers of the CCG's commitment to health and safety in its offices.

The CCG seeks to build a culture where attitudes, policies, systems or accepted practices within the organisation encourage the health and safety system to deliver the following objectives:

- involving and motivating staff on matters concerning health and safety;
- preventing accidents, injuries and ill-health by identifying and reducing the risks associated with hazardous situations as far as reasonably practicable;
- controlling situations likely to be hazardous to health and safety at work or cause damage to persons, premises or equipment;
- achieving a high standard of occupational health and safety;
- providing a safe and healthy working environment for staff.

4. Who this policy applies to

The policy applies to all staff working at work with Islington CCG including (but not limited to) employees, joint appointments, members of the Governing Body, agency staff, contractors, and staff/employees of commissioning support organisations.

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This policy applies to all areas of Islington CCG's work including its work with stakeholders. This includes work with organisations such as NHS England, local Healthwatch, the Local Authority, member practices etc.

It does not apply to employment related matters – how staff have been treated at work, terms and conditions of employment, relationships with colleagues etc. These are covered by HR policies, such as the Grievance Policy, Work Life Balance Policy and the Induction, Development and Appraisal Policy.

Issues of child and adult safeguarding are addressed in specific CCG policies addressing these areas.

5. Health and Safety at Islington CCG

It is the policy of Islington CCG to:

- prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities;
- provide adequate training to ensure employees are competent to do their work;
- engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- implement emergency procedures - evacuation in case of fire or other significant incident;
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.

6. Specific Health and Safety Areas

The CCG recognises it is responsible for proactively addressing health and safety for the following key areas:

Areas requiring direct support to individual staff, the training of key staff and/or the purchase and maintenance of equipment:

- Desk assessments
- Display screen assessments
- Fire
- First aid

Areas requiring training for all staff

- Manual Handling
- Waste management

Areas handled through policy development and implementation, risk assessment, and HR support

- New and Expectant Mothers
- Security

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- Violence and aggression
- Work Related Stress

7. General Health and Wellbeing

The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with our organisation.

By supporting staff the CCG aims to

- support the effectiveness of our staff in their duties which contributes to achieving the organisation's objectives
- seek to enhance the ability of staff to benefit from health and wellbeing approaches

The CCG will measure staff health and wellbeing through rates of absenteeism, staff turnover, and staff morale. HR policies shall be applied to promote staff wellbeing

8. Incident reporting

When an incident occurs it must be reported recorded in the accident book. Physical injuries must be recorded in the accident book. All incidents must be notified to the lead for health and safety, the Board Secretary, your director, or the Director for Quality and Safety.

9. Roles and Responsibilities

Accountable Officer

- Ensuring that there is an effective health and safety management system in place.

Director of Quality and Governance

- Engaging staff with health and safety issues
- Managing the strategic organisation of health and safety matters within the CCG

Managers

- Familiarise themselves with health and safety policy.
- Ensure staff are aware of and execute their responsibilities under the policy
- Identify and ensure health and safety risks are managed at the appropriate level.
- Ensure incidents are recorded and reported.
- Work with the lead for organisation development and HR to ensure staff are properly trained in health and safety.
- Take steps to promote staff health and wellbeing.
- Refer staff to occupational health or other services as necessary.

Lead for Health and Safety

- Development and implementation of risk assessments.
- Learning from risk assessments and making changes.
- Seek assistance and advice relating to health and safety.
- Ensure compliance with regulatory requirements.
- Ensure at least annually that the checklist of actions, below, is completed
- Ensure staff undertaking health and safety activity that requires a qualification e.g. fire marshal, first aider, desk assessor etc obtain and maintain appropriate qualifications.

Lead for Organisational Development and the HR team

- Ensure staff complete mandatory training in health and safety.

Fire Wardens

- Fire safety risk assessments for property and buildings
- The identification and work to address fire hazards and risks
- Fire alarm testing and fire drills
- Supporting the safe evacuation of staff in the event of a fire alarm

Desk Assessors

- Ensure staff workspaces are set up to avoid potential harm that might include, but are not limited to, repetitive strain injury, back pain, or other physical injuries

Display Screen Assessors

- Ensure staff workspaces are set up so that display screen are at the right height, brightness, and in any other way optimal for safe and productive use.

All staff

- Undertaking mandatory training
- Complying with the policy and wider health and safety requirements
- Reporting and recording incidents or potential incidents/risks
- Take care of themselves and others

10. Breaches of Policy

Anyone found to be in breach of the CCG's Health and Safety policies and procedures will be managed under the Conduct and Capability Policy.

Anyone who identifies a suspected breach of Health and Safety policies should report it under the CCG's Whistleblowing Policy.

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Anyone who feels they have been put under pressure to breach standards of health and safety, or feels that they are put at risk because of a breach of the policies, should raise the matter under the Grievance Policy.

11. Checklist of Key CCG Actions

- To ensure all staff undertake mandatory training
- To ensure all staff are aware of the fire assembly point
- To display a health and safety law poster or provide health and safety leaflets
- To provide and maintain at least one first aid box
- To provide and maintain an accident book
- To conduct health and safety risk assessments, and to discuss these with staff representatives
- To comply with the requirements of applicable health and safety legislation

12. References

- Health and Safety at Work Act 1974
- Control Of Substances Hazardous to Health (COSHH) Regulations 2002
- Consultation with Employees Regulations 1996
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety Information for Employees Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health & Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment At Work Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety & Welfare) Regulations 1992