HEALTH AND SAFETY POLICY

Purpose

This document is the Cardiff and Vale University Health Board Health and Safety Policy.
At Cardiff and Vale University Health Board, health and safety responsibilities are core values, which means always acting and operating in a way that prevents harm to people, the environment and the communities in which we operate.
We expect all our employees, contractors and volunteers to conduct themselves at all times in alignment with the values, commitments and principles in this policy.

Scope
This policy applies to Cardiff and Vale University Health Board.

Audience
The target audience for this document is all employees.
The policy is also applicable to our organisational partners (e.g. our contractors, suppliers and joint venture partners etc) when undertaking services for, or on behalf of CVUHB.

Roles and Responsibilities
Detailed in section 5.2

Health and Safety Committee
The Health and Safety Committee should agree the Health and Safety Policy and commit to its full implementation.

Board of Directors
The Board of Directors **must** approve the Health and Safety policy and commit to its full implementation.

Policy Review
The Policy will be reviewed within two years of implementation or as the Health Board changes and/or when legislation, codes of practice and official guidance dictate, by the Head of Health and Safety in collaboration with the Chief Executive.

Line Managers
Line managers **must** ensure that their employees and contractors understand the requirements of the Health and Safety Policy. All line managers should demonstrate the importance of the Health and Safety Policy by ensuring that their own behaviours actively promote and serve as a role model for the desired health and safety values and principles.

Communication to organisational partners.
Managers **must** ensure that the Health and Safety Policy is communicated to our business partners and that they actively cooperate with the Health Board to achieve compliance with the policy.

All employees

All our employees must ensure that they adhere to the policy and understand the implications for them.

Policy Commitment

The Chief Executive regards health and safety management to be fundamental to the delivery of its mission of caring for people and keeping people well. It is also essential to delivering our strategy and sustainability of avoiding waste, harm and variation, empowering people and delivering outcomes that matter to them.

The Chief Executive is committed to the health, safety and welfare of all employees and of those who may be affected by work related activities.

The Health Board believes that an excellent organisation is by definition, a safe and secure organisation. It therefore follows that caring for all personnel and minimising risks is inseparable from all other Health Board objectives. It recognises that it is essential that there is a safe patient care environment and that all staff are competent, healthy and safe at work. All employees will be provided with equipment, information, training and supervision as is necessary to implement the Policy and achieve the stated objective.

Supporting Documents

- Health and Safety Policy Statement

The Health and Safety Committee maintains a schedule of all supporting policies and documents.

Other References:

Health and Safety at Work etc Act 1974

HSC Management of Health and Safety at Work Regulations 1999 Approved Code of Practice L21

Safety Representatives & Safety Committees Regulations 1977

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

HSE (1994), *Management of Health and Safety in the Health Service*, Health Service Advisory Committee, Health and Safety Executive.

HSE – Successful Management of Health and Safety HSG 65

Cardiff and Vale UHB – Values and Behaviours

Scope

This policy applies to all of our staff in all locations including those with honorary contracts

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact

Policy Approved by	Board of Directors
Group with authority to approve procedures written to explain how this policy will be implemented	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
<center>**Disclaimer** **If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <u>Governance Directorate.</u>**</center>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	June 2010	December 2010	Updated and reviewed in line with the UHB.
2	July 2012	September 2012	Updated and reviewed in line with the UHB.
3	July 2014	October 2014	Updated and reviewed in line with the UHB
4	November 2016	December 2016	Updated and reviewed in line with the UHB
5	October 2021	September 2021	Full review and update in line with the UHB. Inclusion of a policy statement.

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Health and Safety Policy of: -

Cardiff and Vale University Health Board
Woodland House
Maesycoed Road
Cardiff
CF14 4HH

Comprising: -

- Barry Hospital
- Cardiff Royal Infirmary
- Childrens Hospital for Wales
- Community Premises/Health Centres and Clinics
- Rookwood Hospital
- St Davids Hospital
- University Dental Hospital
- University Hospital Llandough
- University Hospital of Wales

1.0   INTRODUCTION

The Health and Safety at Work etc Act 1974 provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard so far as is reasonably practicable, the health, safety and welfare of all employees, including the provision and maintenance of safe plant and systems of work. In addition, a number of other related laws have relevance within the Health Board. These are also designed to ensure that work is conducted in as safe and healthy manner and environment as possible.

Under section 2.3 of the Health and Safety at Work Act the health board has a duty to prepare and review a written statement of a general health and safety policy; this should include the organisation and arrangements, as well as written statement of intent.
The Act requires all employers to prepare a written statement of their safety policy and to bring that policy to the attention of all employees. As legislation is continuously under review, so too must the Health and Safety Policy be continually reviewed.

Although the main responsibility for compliance with the Act rests with the employer, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

In addition to its legal obligations the Health Board has a moral and economic reason for managing health and safety. In short good health and safety is good management.

2.0   Aims

The Policy aims are to:

- Outline the management of health and safety arrangements within the Health Board through the statement of intent, the organisation and structures.

- To minimise the Health and Safety risks within the Health Board to all staff, patients and others.

- Recognise the obligation imposed under the Health and Safety at Work Act 1974, Section 2(3), to prepare an appropriate policy.

3.0   Objectives

- To secure the health, safety and welfare of people at work.

- To protect patients and people other than those at work against risks to their health and safety arising out of work activities.

- To minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace.

- To establish a culture of co-operation, communication, competency and control for health and safety.

4.0   Our Safety Principles

We will utilise the skills and experience of our employees and business partners to assist us identify hazards and the associated levels of risk, develop and implement suitable controls that allow us to effectively manage all areas of the Health Board in a considerate and compliant manner and review the effectiveness of these controls on a regular basis.

We will promote and encourage Health Board wide employee engagement in the practical management of Health and Safety through regular consultation on new and existing control measures, which promote understanding and ownership.

We will work with our employees and business partners to promote health and well-being of people that further develops and establishes a positive and productive working environment which is, so far as is reasonably practicable, free from uncontrolled hazards.

We will provide employees, at all levels, with clear guidance on their roles and responsibilities in assisting us in maintaining and improving safety performance. In addition, we will give them the necessary support and guidance that enables them to operate safely.

To measure the on-going suitability of our management arrangements against our published targets, we will continue to actively monitor leading and lagging performance data and analyse this information to identify emerging trends. This will assist us to identify learning opportunities and allow us to take the necessary steps to drive continued improvement.

We will appoint competent people to support the implementation and management of this policy, and the associated arrangements necessary for it to be a success.

We will keep this policy under review and make necessary changes to ensure that it remains reflective of the Health Board's needs and continue to clearly communicate our intent and commitment towards the safety of people and promotion of a healthy working environment.

5.0. ORGANISATION FOR HEALTH AND SAFETY

5.1. Health Board Profile

The management structure of the Health Board places ultimate managerial responsibilities for Health and Safety on its Chief Executive and the Board.

The Board has established an Independent Member Champion for Health and Safety and has established a Health and Safety Committee which has policy making powers on its behalf.

The Health and Safety Committee which, in order to ensure good and effective communication within the Health Board includes board members, management, safety specialists and trade union/staff representatives. The Committee is chaired by an Independent Member.

The Chief Executive has nominated the Executive Director of People and Culture as the Senior Responsible Officer for Health and Safety, and is responsible throughout the Health Board for the implementation of the Health and Safety Policy and for presenting Health and Safety issues to the Health Board.

Operational management for Health and Safety within the Health Board has been devolved to the Clinical/Service Boards; they are supported in the management of health and safety by the Directorates. The duty of implementing these requirements has, however, been delegated to:-

- Each Directorate Manager/Head of Department or equivalent level of manager, who is responsible within their own area.

The Health Board has duties as controller of premises and provides care at a number of sites including Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St Davids Hospital, University Dental Hospital, University Hospital of Wales and Community Premises. In addition, the Health Board has administration offices and support facilities at a number of other locations. The Health Board also shares its sites with Cardiff University and other external organisations.

Each site shall have arrangements to ensure that those health, safety and welfare risks are appropriately managed, with an identified senior person to whom concerns can be raised.

5.2. Responsibilities

5.2.1. Chair

The Chairman has responsibility for:

- Identifying an Independent Member to champion Health and Safety within the Health Board.

- Identifying an Independent Member to champion Violence and Aggression within the Health Board.

5.2.2. Independent Member

The Independent Member will make arrangements to:

- chair the Health and Safety Committee.

- champion health and safety at Board level.

- ensure effective assurance and monitoring arrangements are in place.

5.2.3. Chief Executive

The Chief Executive has overall responsibility for making sure that arrangements are in place for:

- ensuring that there are Executive leads appointed for health and safety, fire, violence and aggression and wellbeing.

- ensuring that the Health Board's Health and Safety Policy is implemented.

- ensuring that the Health Board's Health and Safety Policy is reviewed bi-annually.

- ensuring there are sufficient resources for the implementation of this Policy.

- ensuring that the Board is informed as required on health and safety matters affecting employees and/or the public.

- supporting quality initiatives aimed at continuous improvement.

The Chief Executive will be supported in progressing these responsibilities by a Senior Management Team.

5.2.4 **Lead Executive Director for Health and Safety.**

The Executive Director of People and Culture has the responsibility at Executive Board level for the managing of health and safety and is responsible for ensuring;

- regular update reports are presented to the Board.

- supporting training and development of staff

- monitoring health and safety performance against agreed targets.

- including within the Annual Report a section on the Health Board's Health and Safety plans and performance.

- ensuring the Health Board is adequately resourced in order to implement the policy.

- ensuring that health and safety information is effectively communicated throughout the organisation.

- ensuring appropriate financial provision to deliver health and safety responsibilities.

- that this Policy is appropriately disseminated throughout the UHB.

- the approach to health and safety is both systematic and appropriate.

- ensuring that the Health and Safety Department is appropriately resourced to support the policy.

- ensuring that fire safety is appropriately managed.

- submitting regular reports on fire to the Health and Safety Committee.

- ensuring that there are appropriate arrangements in place to respond to major incidents and emergencies.

- ensuring that there are appropriate business continuity arrangements in place.

- responsible lead for violence and aggression.

The Executive Director of People and Culture also has other responsibilities under section 5.2.7 of this Policy.

5.2.5 Director of Nursing

The Director of Nursing will be responsible for:

- ensuring that the health and safety aspects of patient safety are integrated throughout the Health Board.

- providing advice with regards to patient safety.

5.2.6 Chief Operating Officer

The Chief Operating Officer will make arrangements to:

- ensure appropriate arrangements for health and safety are in place within each of the Clinical Boards.

- ensure that they provide appropriate support to Clinical Board Directors where matters arise that require their intervention.

- ensure they advise the Chief Executive of any issues which require their attention which cannot be resolved or is of an organisation wide significance.

- monitor health and safety performance against agreed targets within the Clinical Boards.

- ensure that there are nominated leads at each site so as to provide a focus for each site outside of the management accountability structure that will provide staff with an identified senior person to whom concerns can be raised.

- establish arrangements for each site to support the site nominated lead function.

5.2.7 Director of People and Culture

The Director of People and Culture will be responsible for:

- ensuring an effective Mandatory and Induction Training Health and Safety programme is appropriately monitored and recorded.

- ensuring that the Occupational Health and Employee Wellbeing (identification and prevention) are appropriately resourced.

- submitting regular reports on Occupational Health and Employee Wellbeing to the Health and Safety Committee.

5.2.9 **Clinical/Service Boards**

Clinical/Service Board Directors and Directors of Corporate Functions have overall responsibility for making sure that arrangements are in place for:

- establishing a Clinical/Service Board Health and Safety Group which is chaired by the Head of Operations and Delivery or Senior Nurse, with representatives from all relevant Directorates/Departments and Staff Health and Safety Representatives. Executive Directors should establish similar arrangements, however due to the level and similarity of risks involved they may by agreement form a Joint Group, in which case each Executive Directorate or Corporate Department will ensure suitable representation and an appropriate chair.

- the active involvement of the Health and Safety Adviser in supporting the Management Team.

- preparing and implementing the organisational structure and allocating responsibility for health and safety, and that the identified personnel (e.g. Clinical Board Manager) are aware of their responsibilities.

- the monitoring of health and safety performance within their Clinical/Service Boards and Directorates.

- ensuring that risk assessments have been undertaken in accordance with the Health Board's Risk Assessment Procedure or more specific procedure (e.g. manual handling).

- ensuring that health and safety risk assessments where appropriate have been passed to the relevant Health and Safety Adviser and been entered on their Risk Register.

- preparation and submission of an annual schedule of workplace inspections to the Operational Health and Safety Group, ensuring all areas are inspected annually.

- developing a health and safety action plan and performance indicators which will be regularly monitored, a copy of the plan and performance indicators will be submitted to the Health and Safety Operational Group.

- for notifying the Chief Operating Officer and if necessary the Chief Executive, where matters arise outside the Clinical Board Director's remit or control.

5.2.10 **Directorates/Departments**

Directorate Managers and/or Heads of Department have overall responsibility for making sure that arrangements are in place:

- to have access to specialist advice by liaising with the relevant Health and Safety or Specialist Adviser.

- to ensure individuals are aware of their responsibilities for health and safety.

- for the development and effective implementation of the Health Board and Clinical Board Health and Safety Policy within their Directorate/Department.

- identifying hazards and carrying out risk assessments in line with current legislation and the Health Board's Risk Assessment Procedure.

- preparing and implementing the organisational structure and allocating responsibility for health and safety compliance within their Directorate/Department to specific people, and that the identified personnel within the structure are aware of their responsibility and are competent to perform these functions.

- to consult and involve staff and safety representatives effectively and in a timely manner.

- for staff to have sufficient information about the risks they face and the preventive measures that are in place to minimise those risks.

- for the right level of expertise and people to be properly trained on recruitment and when exposed to new or increased risks, changes in responsibility, the environment or the introduction or change of technology. Training must be repeated periodically where appropriate.

- ensure the implementation of effective safe systems of work.

- to action Medical Device Alerts and other safety related alerts as relevant.

- to monitor health and safety performance.

- to ensure that there is adequate resource to co-ordinate and monitor health and safety requirements**.**

- to ensure that incidents are appropriately investigated and recorded.

- to ensure that where matters arise outside the Directorate Manager/Head of Department's remit or control, this should be notified to the Clinical Board Manager and the Health and Safety Adviser.

- to facilitate the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare at work of staff within the Directorate/Department.

- to organise the distribution of Health Board instructions and guidance to staff within the Directorate/Department.

- to assemble information on health and safety initiatives and issues including maintaining a Risk Profile and Register ensuring that significant health and safety risks are included in this process within the Directorate/Department.

5.2.11 **Head of Health and Safety**

The Head of Health and Safety and will be responsible for:

- ensuring specialist advice in relation to Health and Safety, Manual Handling, Personal Safety, Environmental hazards and Fire Safety is available. To enhance communication each Clinical Board has been allocated a designated competent Health and Safety Adviser.

- assisting the management of health and safety through the preparation of relevant policies and procedures.

- co-ordinate, with directorates and clinical boards the implementation of policies and procedures relevant to the management of Health and Safety

- monitoring of health and safety performance.

- co-ordinating and undertaking a full range of internally developed and nationally accredited training programmes to meet its mandatory requirements.

- facilitating the implementation of the Incident, Hazard and Near Miss Reporting Policy.

- formulating and developing strategic Health and Safety KPI's and targets alongside the Clinical/Service boards.

- formulating and developing policies and procedures that identify key health and safety objectives, provides direction as to how these objectives will be met and review progress towards their achievement. i.e. Permit to work, contractor management

- planning, measuring, reviewing and auditing health and safety activities so that legal requirements are satisfied and all risks are minimised.

- ensuring that statistical information is available on health and safety performance throughout the Health Board and interpret such information in order to evolve action plans in co-ordination with Executive Directors and Clinical/Service Boards to improve or maintain standards.

- preparing an Annual Report for submission to the Board on progress and standards being achieved.

- ensuring a systematic approach to the identification of risks and appropriate control measures.

- with the Chief Executive and Executive Team, prepare stretching KPI's aimed at embedding this policy and related programmes.

5.2.12 Individual Employees

- All employees have a statutory duty of care, both for their own personal safety and that of others who may be affected by their acts or omissions.

- All employees (for the purpose of this Policy this includes volunteers, bank, agency and locum staff) are required to co-operate with their Manager/Supervisor to enable the Health Board to meet its own legal duties.

- All employees are expected, in the course of their employment, to report to their Manager/Supervisor any hazardous situations or defective equipment and to follow the incident reporting procedure.

5.3 Contractors

Contractors include those who deliver services on behalf of the Health Board and therefore include Primary Providers such as GPs, Dentists etc. A Contractor can be defined as anyone who carries out work, on behalf of the Health Board but excluding an employee. This is not limited to maintenance type work, but includes those services contracted out by the Health Board and the Procurement Department. Where persons may be put at risk, or put Health Board staff, patients or visitors at risk by their activities, such contractors are subject to the same controls where relevant. Appropriate arrangements are prepared and implemented to manage these risks, and all contractors are included in health and safety procedures and communication between all parties is promoted. To support this, a Contractor Control Policy has been implemented.

5.4 Health and Safety Strategy

The Health and Safety Strategy will be consistent, proportionate and targeted and shall aim:

- to encourage strong leadership in championing importance of a pragmatic approach that will motivate focus on core aims to distinguish between real and trivial issues, driving an overall positive safety culture.

- to increase competence and reinforce promotion of worker involvement.

- to undertake a base line assessment and set realistic targets and priorities on key health issues.

5.5 Safe Systems of Work

- Each Directorate/Department is required to have health and safety arrangements and procedures specific to that area.

- The Directorate/Department Manager is responsible for ensuring that Policies/Safe Systems of Work/Standard Operating Procedures are operational for all procedures undertaken within the Department.

- All Policies/Safe Systems of Work must be monitored and regularly reviewed for their effectiveness with a maximum period of 3 years.

- Following the risk assessments, the Directorate Managers/Heads of Department are responsible for devising, documenting and implementing any safe systems of work/safe operating procedures necessary in areas under their control, to eliminate hazards or minimise any risk to the health and safety of employers (and others).

5.6. Incident Reporting and Investigation

- Each Directorate/Department is responsible for:

- Ensuring the Incident, Hazard and Near Miss Reporting Policy is implemented

- Ensuring that all of their staff understand the requirement to report incidents

- Respond promptly when incidents occur to control the scene, to preserve and gather evidence

- Ensuring all incidents reportable to external authorities are reported as required through the Health & Safety department

- Appoint an appropriate and competent investigator commensurate to the severity and complexity of the incident

- Monitoring the progress of the investigation and the completion of remedial actions

- Reviewing the effectiveness and sustainability of measures implemented

5.7. Health and Safety Training

The identification of health and safety training needs is the responsibility of the Directorate Manager/Head of Department. The Health Board's Health and Safety Department will be available to assist

managers in identifying training needs in all aspects of health and safety.

- All levels of staff, MUST be included in the training programme.

- Risk situations specific to the Directorate/Department should be assessed for training requirements.

- The frequency of health and safety related training will be agreed by the subject matter leads in conjunction with Learning and Education Department and the Head of Health and Safety in line with statutory requirements.
- Health and safety and fire training is mandatory for ALL staff.

- Training in accordance with identified needs must be allocated to appropriately trained staff.

- A condition of employment for all employees is that they are required to complete the on-line E-Learning Mandatory/Corporate Induction training programme on appointment.

- Records of training should be kept by the Directorate and recorded on ESR.

- It is the Health Board's intention to actively encourage and promote all aspects of health & safety training and support its implementation in the workplace.

5.8 **Discipline**

Disciplinary action under the terms of the Health Board's Disciplinary Policy will be taken against any employee, regardless of status, who shows wilful disregard for safe working practices. No disciplinary action will be taken against an employee until the case has been appropriately investigation. Where the total disregard for Safe Working Practices seriously affects the health and safety of themselves or that of any other employees, the employee may be summarily dismissed and the employer and their employees may be subject to prosecution under the Health and Safety at Work Act etc 1974 and Corporate Manslaughter legislation.

5.9 **Emergency Situations**

Due to the wide variety of work undertaken within the Health Board, it is not possible to produce valid and detailed instructions to cover every emergency situation which may arise. Therefore, each

Directorate/Department needs to ensure that it has adequate plans in place to deal with foreseeable emergencies, incidents and failures in systems.

The Major Incident Plan supports mechanisms for perceived significant health and safety events such as fire which is supported by the Civil Contingency Department.

6.0 **Audit Monitoring Arrangements for Health and Safety**

Senior Managers, supported by staff health and safety representatives, will carry out monitoring of this policy at specified intervals following implementation.

6.1 A number of mechanisms will exist to measure the success of the policy. These will include:

6.1.1 **Internal Monitoring**

Internal monitoring of health and safety within the Health Board is the responsibility of the Clinical Boards who through their Health and Safety Adviser will carry out an Annual Audit. The findings will be sent to the Chair of the Clinical Board Health and Safety Group and discussed at the Group. The results will then be collated by the Health and Safety Department as a Health Board wide audit and discussed at the Operational Health and Safety Group.

Internal monitoring is achieved by the following means:

- ensuring that the Directorate/Department has a Safety Group.

- ensuring completion of all incidents/accidents via the Datix electronic reporting system

- ensuring that all incidents/accidents are investigated and actions are fed back to the reporting individual.

- undertaking regular checks of accident statistics with particular note of type and location of accidents.

- undertaking regular checks of sickness and absence statistics, to identify those absences, that are as a result of work-related injuries/ill health.

- compiling records and statistics of staff health and safety training.
- using a checklist for inspections to identify positive and negative findings.
- checking performance against policies, procedures, and safe systems of work to ensure that safe working conditions and practices exist.

- undertaking 'spot' health and safety checks, these can be arranged in partnership with the staff representative.

- appropriate involvement of Safety Representatives in line with National Codes of Practice.

- undertaking an annual review of health and safety.

- Preparing an action plan of identified problems with proposed solutions, target date for resolving issues and estimated costs, which should be submitted to the Directorate Manager/Head of Department, Clinical Board Manager and Director.

Health and Safety Representatives have a function which includes monitoring health and safety in the workplace.

Employees also have a duty to monitor health and safety and to ensure that unsafe conditions and practices are brought to the attention of Representatives and Managers. Problems emanating from the audit must be referred to the appropriate Manager for actioning. If the Manager is unable to take the appropriate action for financial or any other reason it should be referred to the Clinical Board Director who will ensure the Executive Lead and Chief Executive is aware of any issues which cannot be resolved.

6.1.2 Health and Safety External Monitoring

External monitoring of Health and Safety within National Health Service premises is vested in the Health and Safety Executive, Government Buildings, Ty Glas Road, Llanishen, Cardiff.

Health and Safety Inspectors have the right of entry to property or premises at any time and are empowered to obtain information and take possession of any article or substance. However, in practice they will normally inform the Health and Safety Department who will ensure the visit is communicated and co-ordinated with the appropriate staff.

Aspects of health and safety will be monitored by other external agencies. These Include;

- Environmental Health Department
- Fire and Rescue Authority

7. RESOURCES

7.1   With respect of resource implications identified within this policy, the policy reflects current arrangements and as such identifies no additional resource need.

7.2   In respect of resources, the Health Board will identify designated budgets for health and safety across the organisation. If any additional resources are required, this will be considered as part of the risk management and profiling arrangements within the Health Board.

7.3   Any additional cost needs identified as a result of new or specific policy needs will be brought to the Health Board for justification as separate items.

8. TRAINING

8.1   The Health Board's Health and Safety Policy and enactment arrangement will be brought to the attention of all new staff at local induction.

8.2   Additional training shall be given on the requirements of the policy to all staff on intervals not exceeding 3 years during their employment following a mandatory Training Programme.

9. COMMUNICATIONS AND IMPLEMENTATION

9.1   Copies of the Health and Safety Policy Statement are displayed in prominent positions at each location within CVUHB.

9.2   A copy of the Health Board Health and Safety Policy is available on the Health Board's Intranet site. For those staff without access to the intranet, it will be the responsibility of the local manager to post a hard copy of the Policy in a prominent location.

9.3   A register of all current Health and Safety Policies and Procedures will be maintained by the Health and Safety Department, and will ensure that all Policies and Procedures are maintained on the Health Board's Intranet.

9.4   Local Procedures and Protocols will be approved at the relevant sub group, and a controlled copy of which will be submitted to the Health and Safety Department.

9.5   All employees should assume responsibility to read and understand the relevant sections.

10. EQUALITY & DIVERSITY STATEMENT

Cardiff and Vale University Local Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate, harass or victimise individuals or groups. These principles run throughout our work and are reflected in our core values, our staff employment policies, our service standards and our Strategic Equality Plan & Equality Objectives. The responsibility for implementing the scheme falls to all employees and UHB Board members, volunteers, agents or contractors delivering services or undertaking work on behalf of the UHB.

An Equality and Health Impact Assessment has been undertaken on this policy. Feedback was gained on any possible or actual impact that this policy may have on groups in respect of gender, maternity and pregnancy, carer status, marriage or civil partnership issues, race, disability, sexual orientation, Welsh language, religion or belief, trans or non-binary, age or other protected characteristics. Specific policies and procedures exist to account for all disability groups and the necessity to make reasonable adjustments accounted for.
The assessment found that there was impact on the following groups:

Persons with a disability as defined in the Equality Act 2010.
Those with sight impairment; Copies of the policy can be made available in large print.

People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design.
Copies of the policy and can be made available in Welsh.

Arrangements

11. Committee's and Sub Groups

The Health Board has established a Health and Safety Committee as a Committee of its Board, Chaired by an appointed Independent Member.

The Sub Groups reporting to the Health and Safety Committee are:-

- Operational Health and Safety Group, Chaired by the Executive Lead.
- Anti-Violence Group (Personal Safety Strategy Group) Chaired by an appointed Senior Manager
- Fire Safety Group, Chaired by the Executive Lead for Fire with the Head of Health and Safety as the appointed responsible Fire Manager under the fire policy.
- The Water Safety Group, Chaired by a Senior Manager.
- Each Clinical/Service board has established a local health and safety group, which reports to the Operational Health and Safety Group.