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HEALTH AND SAFETY POLICY

Policy Statement

On behalf of Cardiff and Vale University Local Health Board, 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.

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 to essential to delivering our strategy and sustainability of avoiding waste, harm and variation, empowering people and delivering outcomes that matter to them.

Supporting Procedures and Written Control Documents

This Policy and the.

- Occupational Health Policy
- Personal Safety Policy
- Minimal Manual Handling Policy
- Fire Safety Policy
- Risk Management Policy and Strategic Framework
- Disciplinary Policy
- Equal Opportunities Policy
- Sickness Policy
- Incident, Hazard and Near Miss Reporting Policy
- Risk Assessment and Risk Register Procedure
- Contractor Control Policy
- Policy and Procedure for Care of Children and Young People Under 16 Years and Their Parents/Carers/Visitors who are Violent or Abusive or Exhibit Difficult or Challenging Behaviour.

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Other supporting documents are:

List all documents the reader needs to be aware of alongside / in support of this document

References

Legislation -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.

WRP (2000), Occupational Health and Safety Standard No 13, Welsh Risk Pool

DOETR - Revitalising Health and Safety Policy Statement 2000

HSE – Managing Contractors –A Guide for Employers HSG 159

HSE – Successful Management of Health and Safety HSG 65

Cardiff and Vale - Aims and Value

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Scope

This policy applies to all of our staff in all locations including those with honorary contracts [Or replace with a more specific grouping if not UHB wide]

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact
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	Health and safety Committee
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	Director of Corporate Governance

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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 [Governance Directorate](#).

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 2016	
4	24/11/2016	07/12/2016	Revised Policy to reflect change of ownership from Director of Planning to Director of Corporate Governance

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Health and Safety Policy of: -

Cardiff and Vale University Local Health Board
Corporate Headquarters
University Hospital of Wales
Heath Park
Cardiff

Comprising: -

- Barry Hospital
- Cardiff Royal Infirmary and West Wing
- Childrens Hospital for Wales
- University Hospital Llandough
- Rookwood Hospital
- St Davids Hospital
- University Dental Hospital
- University Hospital of Wales
- Whitchurch Hospital
- Community Premises

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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.

It therefore, makes a comprehensive and integrated system of law to deal with the health and safety of virtually all people at work, whilst protecting the public where they may be affected by the activities of people at work.

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. It should be active not static and relies on the co-operation of each and every member of the organisation, for which it is intended.

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

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.

Employees have a duty under the Act, to take reasonable care to avoid injury to themselves and others and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse any assistance provided to protect their health, safety and welfare in compliance with the Act.

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 STATEMENT OF INTENT

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On behalf of Cardiff and Vale University Local Health Board, 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.

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 to essential to delivering our strategy and sustainability of avoiding waste, harm and variation, empowering people and delivering outcomes that matter to them.

The role, therefore, accepts ultimate responsibility for health and safety issues. The management of health and safety for the Health Board has been delegated to the respective Corporate & Executive Directors and Service and Clinical Board Managers; however, to ensure that all hospitals, properties and departments of the Health Board comply, many of the duties arising from the responsibility have been further delegated to line managers.

To further maintain and promote the implementation of the Policy and enable employees to function efficiently with regard to health and safety; information, instruction, training and supervision will be provided in accordance with identified needs. It is recognised that health and safety is a key responsibility for Managers and is included in all job descriptions. Effective health and safety management is based on a good understanding of the risks and how to control them. This is achieved through good quality risk management and a programme of training based on a Training Needs Analysis.

Whilst overall responsibility to provide and maintain safe and healthy working conditions, equipment and systems of work rests at the highest level of management, every individual has a responsibility to ensure its implementation, so far as is reasonably practicable.

It is accepted that staff are our most important asset and the preservation of human and physical resources is an important means of minimising costs. Therefore, total safety is the ongoing integration of safety into all activities with the objective of attaining leadership in health care provision in safety performance. Since we are committed to excellence and the provision of quality health care, it follows that minimising risk to staff, patients, students and other people visiting the site, plant and property, is fundamental to healthcare.

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The Cardiff and Vale University Local Health Board's Health and Safety objective is to minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace.

SIGNED: **Chief Executive**

DATE: _____

3.0 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.

4.0 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.
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5.0. ORGANISATION FOR HEALTH AND SAFETY

5.1. Health Board Profile

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

The Chief Executive has nominated a Corporate Director to take the Lead on Health and Safety.

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

The Director Lead is being undertaken by the Director of Corporate Governance who is responsible throughout the Health Board for the implementation of the Health Board's 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 Boards and Executive Directorates; 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 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 Health Board has duties as controller of premises and provides care at a number of sites including Barry Hospital, Cardiff Royal Infirmary West Wing, and Childrens Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St Davids Hospital, University Dental Hospital, University Hospital of Wales, Whitchurch Hospital 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 relating to the site in general are appropriately managed, with an identified senior person to whom concerns can be raised.

5.2. Responsibilities

5.2.1. Chairman

The Chairman has responsibility for:

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

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- 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/ Director 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 at least two yearly.
- 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 Director of Corporate Governance

The Director of Corporate Governance has delegated responsibility at Board level for the managing of health and safety and is responsible for ensuring;

- regular update reports are presented to the Board.

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- supporting training and development of staff – safe staff are our most important asset.
- 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 that health and safety is adequately resourced within the Health Board.
- 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.
- there are sufficient competent advisers and trainers to support the Policy.
- Responsible lead for violence and aggression.
- ensuring Health and Safety is suitably resourced

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 regard 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.

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- ensure they advise the Chief Executive of any issues which require his 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 Workforce and Organisational Development**

5.2.8 The Director of Workforce and Organisational Development will make arrangements for

- ensuring an effective Mandatory and Induction Training Health and Safety programme is appropriately monitored and recorded.
- ensuring that the Occupational Health Stress and Mental Health Wellbeing (identification and prevention) are appropriately resourced.
- submitting regular reports on Stress and Mental Health Wellbeing to the Health and Safety Committee.

5.2.9 **Director of Strategy and Planning**

The Director of Planning will be responsible for:

- 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.
- ensuring that arrangements are in place to implement and monitor the Asbestos Management Plan and other estates based statutory health and safety responsibilities

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- ensuring that arrangements are in place for Personal Safety give Specialist advice on Safety Aspects of Security and that Personal Safety are the Single Point of Contact with the Police and CPS

5.2.10 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 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 Clinical Board 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) is aware of their responsibilities.
- the monitoring of health and safety performance within their Clinical 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.

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5.2.11 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 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.
- to prepare and implement as necessary 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 risk assessments are carried out for all activities within the Directorate/Department.
- to ensure that there is adequate resource to co-ordinate and monitor health and safety.

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- to ensure that incidents are appropriately investigated and incident forms are readily available.
- 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.

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

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- 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.

5.2.13 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 use the incident forms provided as necessary.

5.3 Contractor Control

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.

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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 common sense approach that will motivate focus on core aims to distinguish between real and trivial issues.
- 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.
- to investigate accidents and ill health and take action to prevent harm.

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. These must be strictly observed.
- 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

To ensure that there is a culture in which incidents are investigated appropriately and to make certain that lessons can be learnt from adverse incidents and near misses a specific policy has been developed and approved, and is accessible on the Health Board Intranet site entitled “Incident, Hazard and Near Miss Reporting Policy”.

It is not possible to identify accurately the full extent of the Health Board's risk issues, without the full notification, recording, analysis and feedback of information, in relation to all adverse incidents. The information produced by effective reporting systems will enable the

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Health Board to correct specific faults and to identify, track and monitor trends of incidents and accidents. The term 'adverse incident' must be interpreted in its widest context to include concerns, accidents and near misses, relating to patients, staff and visitors.

Effective monitoring of these events depends on the willingness of staff to report organisational process failures as well as their own errors and thus every effort must be made to avoid cover ups of adverse incidents, mistakes or near misses. The overall approach within the Health Board will be one of help and support to each other, rather than recrimination and blame and to this end staff should be encouraged to use incident forms when appropriate. Every adverse incident that is reported presents a chance to learn in order to improve the services in the future. The Health Board is committed to this approach.

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, Safety and Environment Department will be available to assist managers in identifying training needs in all aspects of health and safety.

- All levels of staff, including senior managers, junior doctors to consultants and new entrants 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 Health and Safety Committee.
- 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.
- In-house training courses available to staff include: manual handling, personal safety, working safely, managing safety, directing safely, 1st Aid and specialised training.

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- Records of training should be kept by both the Directorate and Training Department.
- It is the Health Board's intention to actively encourage and promote all aspects of health & safety training throughout its employees.

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 the safe working practices. No disciplinary action will be taken against an employee until the case has been appropriately investigated. 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. Also 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

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Health, Safety and Environment 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 on the appropriate Incident Report Form (HS/IDO/07) is passed to the line manager who should then send it within 48 hours to the Health, Safety and Environment Department at UHW.
- ensuring that all incidents/accidents are investigated and actions are fed back to the reporting individual.
- note of undertaking regular checks of accident statistics with particular 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 dealing with problems 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

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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 Director of Planning 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, Safety and Environment Department who will ensure the visit is communicated and co-ordinated with the appropriate staff.

The Health Board will look to external agencies to monitor performance as appropriate.

6.1.3 External Monitoring

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

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- 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 Additionally training shall be given on the requirements of the policy to all staff on intervals not exceeding 3years during their employment using the following mechanisms:
 - Mandatory Training Programme
 - Mandatory Training Evaluation Form
 - Mandatory Training E Learning

9. COMMUNICATIONS AND IMPLEMENTATION

- 9.1 A copy of the Health Board Health and Safety Policy and related publications, are held at the Health, Safety and Environment Department, Denbigh House and the Health and Safety Offices at Llandough.
- 9.2 A copy of the Health Board Health and Safety Policy is also 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.

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

- 9.3 Local Procedures and Protocols will be approved at the relevant Clinical Board Health and Safety Group, and a controlled copy of which will be submitted to the Health, Safety and Environment Department.
- 9.4 All employees should assume responsibility to read and understand the relevant sections.
- 9.5 The policy statement will be included in the Staff Handbook.

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.

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We have undertaken an Equality Impact Assessment and received feedback on this policy and the way it operates. We wanted to know of 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, transgender, age or other protected characteristics. The assessment found that there was no impact to the equality groups mentioned.

11. REVIEWING THE POLICY

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.

Review of the Health Board Health and Safety Policy will be taken to the Health and Safety Committee for approval and will be submitted to the Health Board for ratification in line with Health Board procedures.

