



*Altnagelvin Hospitals
Health and Social Services Trust*



*Health and
Safety Policy*

General Statement

The Altnagelvin Hospitals Health and Social Services Trust believes that the Health, Safety and Welfare of all (staff, patients and visitors), is a managerial priority.

The Trust recognises that personal health and safety at work is fundamental to job satisfaction and performance, and therefore the application of sound risk management principles to our everyday work is essential.

We therefore wish to create a health and safety culture which motivates and involves all staff in the organisation, and aims to reduce risk.

We are committed to:

- Promoting health and safety as a management priority throughout the organisation.
- Monitoring health and safety compliance.
- The development of organisational structures to implement our objectives.
- Providing a safe environment through identification and control of risks to patients staff and members of the public.
- Consulting with staff to maintain high standards of health and safety.
- Providing information, and instruction to all staff.

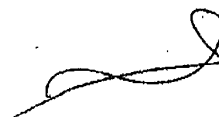
All staff have a vital role to play in protecting themselves, patients, colleagues and members of the public from workplace hazards.

We will also strive to improve the health of our staff by the development and the promotion of policies which encourage a healthy lifestyle.

This statement is an expression of the Trust Board's commitment to the management of health and safety matters. Detailed information is attached to this statement. Staff should also ensure that they familiarise themselves with their departmental health and safety policies.

This safety policy will be reviewed on an annual basis by the Hospital Executive and amended when necessary.

Signed:



Mr Denis Desmond
Chairman
Altnagelvin Hospitals Health and Social Services Trust

Dated: December 1999.

Safety Policy

Health and Safety Organisation

Management Roles

The **Chief Executive** has the ultimate accountability for ensuring that the organisation and arrangements for health and safety matters are effective in providing a safe working environment.

This responsibility for such arrangements has been delegated to the **Director of Nursing** as an important element of the Trust's Risk Management strategy. The **Director of Nursing**, assisted by the **Risk Management Co-ordinator** will ensure that appropriate organisational arrangements are in place throughout the Trust.

Each **Director** within the Trust is responsible for the health and safety within their Directorate and must produce a health and safety policy for their Directorate and make adequate arrangements to ensure compliance with Health & Safety Legislation. Physical areas within the Trust which do not fall within a particular Directorate will be the responsibility of the Director of Business Services as a site management responsibility. Directors should encourage feedback from all levels of staff within the Directorate.

Each **Manager** must ensure that there are detailed health and safety arrangements within their areas of control and ensure risk assessments are conducted and safe working methods employed. All health and safety information must be relevant, accessible and written in a clear unambiguous format. Proposed changes in work practices, including the introduction of new equipment must be fully risk assessed.

Each **Supervisor** must ensure that work is conducted on a day to day basis in accordance with the health and safety arrangements and rules for their area. Hazards identified by individual member of staff must be reported to the manager to ensure appropriate action is taken.

Each **Employee** must ensure that they conduct their work in accordance with the health and safety arrangements and rules and ensure that they take steps to protect themselves and others who may be affected by their acts or omissions at work.

Relevant clauses will be included in job descriptions which outline the responsibilities of individual roles for health and safety matters and performance on health and safety matters is considered to be a vital component in overall performance assessments of Directors, Managers, Supervisors and individual staff.

Specialist Roles

Risk Management Co-ordinator

The Risk Management Co-ordinator is responsible for the dissemination of information on good practice regarding health and safety. He/she will also undertake audits/risk assessments, monitor accidents, and incidents and provide advice to managers. A fuller description of the role is contained within the job description. This person is the "competent person" as required by the Management of Health and Safety at Work Regulations (N.I) 1992.

Infection Control Officer

This role is filled by the Consultant Microbiologist who will ensure that arrangements are in place to monitor and control issues relating to Infection Control within the Trust. This role is supported by the Senior Nurse- Infection Control. Further details of these roles can be found in 'Control of Infection in Provider Units'.

Radioactive Substances "Competent person"

The Director of Clinical Support Services has been nominated as the "competent person" in accordance with the legislation governing radioactive substances. This role is to ensure that proper procedures are in place to comply with the terms of the legislation. Further details are available in the Radiation Safety Policy Document.

Radiation Protection Supervisor

There are designated officers within the Pharmacy and Imaging Services Directorates who are responsible for the development of local rules in respect of radiation safety and monitoring safety standards.

Legionella - 'Authorised Officer'

The Estates Manager is the "Authorised Officer" under regulations covering Legionella. He is responsible for the regular testing etc. required by the regulations.

Clinical Waste - 'Authorised Officer'

The Director of Business Services is the authorised officer for Clinical Waste. The role is to ensure adherence to statutory standards. Each manager is responsible for proper segregation and storage of clinical waste within their areas of control in accordance with Trust Policy.

Firecode

The Director of Business Services has responsibility for fire safety within the Trust. The post holder is supported by a "nominated officer" and "deputy nominated officers" throughout the Trust.

Fire Prevention Officer

This officer will monitor arrangements in respect of Fire, provide advice to managers and carry out regular inspections of work places. He/she will also provide instruction and training in the use of related equipment and ensure it is properly maintained.

Technical Equipment Manager - A Heeney

The Technical Equipment Manager ensures proper servicing is carried out on all medical equipment.

Departmental Equipment Controllers (DEC)

DECs are responsible for ensuring that all equipment but especially medical equipment is properly used and maintained and that appropriate training is given to all staff in their Department.

High Voltage/Low Voltage Officers

The Operations and Maintenance Manager and the Technical Equipment Manager are designated under the relevant regulations.

Personnel Department

Personnel Department provides advice and support to management in relation to the impact of health and safety on employment and other related matters.

Occupational Health Department

Occupational Health service has a role in providing compliance with all relevant aspects of health and safety legislation. They also advise management and staff on all matters relating to the effect of

health on work or work on health, with the aim of preventing ill health and promoting health.

Security

Responsibility for security matters lies with the Site Management Department, Directorate of Business Services who undertake to regularly review and update security measures within the Trust. All staff must read the Trust Security Policy.

Safety Representatives

The Trust believes that Safety Representatives have an important role to play in relation to health and safety at work but fully accepts that their role does not absolve the management organisation from their responsibilities.

Safety Representatives will be accorded the rights granted within the Regulations and Code of Practice and every effort will be made to involve them in health and safety matters through the sharing of appropriate information and discussing with them appropriate issues.

Committees

Trust Health and Safety Steering Committee

The Trust Health and Safety Steering Committee will act as a focal point for promoting, implementing and monitoring Health and Safety arrangements throughout the Trust.

The Committee will report to the Clinical Governance Committee and will provide them with regular information regarding Health and Safety matters and will make recommendations for improving Health and Safety in the Trust.

Staff Safety Committees

The Trust believes that a Staff Side Safety Committee is an important component in the overall health and safety field and supports the work of the Committee within the Trust.

General Health and Safety Arrangements

Training

Health and safety training is seen as an integral part of the training of staff at all levels of the organisation to enable them to understand and fulfil their roles. Such training will be included within induction and other appropriate training programmes as well as specific training to address specific issues such as new work arrangements, new equipment or new regulations.

Accident/Incident Reporting

All accidents or dangerous incidents must be reported through the line manager immediately in accordance with Trust procedures. They must be promptly investigated by managers to identify the cause and any remedial action required. Notification of all accidents/incidents must be made on the appropriate form. Also of importance is the reporting of near misses or individual concerns, as these can act as key indicators of potential hazards.

Monitoring arrangements

Monitoring of health and safety will be carried out by the Risk Management Co-ordinator through:-

- Risk assessments.
- Accident/Incident reports.
- Annual reports from Directorates.
- Training

Fire Prevention

Monitoring of fire precautions will be carried out by the Fire Prevention Officer particularly:

- Testing of fire alarm system.
- Testing of fire fighting appliances.
- Fire drills every 6 months.

Departmental Safety Inspections

Monitoring of health and safety arrangements are essential to maintaining a healthy and safe working environment. All managers must include arrangements for safety inspections within their Departmental Safety Policies including the recording of results and actions. The involvement of Local Safety Representations and/or Safety Committee members is encouraged.

Important Health and Safety Information

Risk Assessments

Risk assessment is considered to be the foundation for good health and safety arrangements therefore they should be conducted within all Departments within the Trust. Details of the hazards identified and the working arrangements instituted as a result must be included in the Departmental Health and Safety Policy.

Protective Clothing

The Trust will be responsible for the provision of protective clothing and footwear identified as required in accordance with the arrangements identified within the Personal Protective Equipment at Work Regulations 1992. Where the required protective clothing, footwear or other equipment has been identified and supplied failure by staff to use it will be deemed a disciplinary offence.

Work Equipment

All work equipment in use within the Trust will be managed in accordance with the Provision and Use of Work Equipment Regulations 1992; the main requirements of which are:-

- (a) suitability for purpose for which it is used or provided.
- (b) having regard for the conditions in which it is to be used.
- (c) that it is used only for the purpose, and under the conditions, for which it is suitable.
- (d) it is maintained in an efficient state, in efficient working order and in good repair.
- (e) maintenance logs keep up to date where appropriate.
- (f) where there is specific risk the use of equipment is restricted as is access for maintenance etc.
- (g) adequate health and safety information, training and supervision is provided.
- (h) proper guards and other protective measures are in place in respect of dangers associated with the equipment.

Dangerous Substances

All dangerous substances, (including body fluids), with which staff come in contact should be assessed under the requirements of the Control of Substances Hazardous to Health Regulations (COSHH). Such assessments shall form part of each Department's Health and Safety Policy.

Violence to Staff

The Trust recognises that violence at work is a potential risk for a large number of staff within the service. Local departmental safety arrangements must include details of the protection arrangements for staff, procedures for the recording of all incidents, the training of relevant staff etc. In order to minimise the risk to staff. Further information is available in the Trust Policy and guidelines on Management of Violence in the Workplace.

Manual Handling

Manual handling forms a part of most jobs within the Trust. The Trust wishes to reduce to a minimum the risk of injury to staff undertaking manual handling operations. All employees must be conversant with The Trust's Revised Manual Handling Policy.

First Aid

Due to the nature of the facilities operated by the Trust, all staff have ready access to medical and other trained professional staff.

Contractors

All contractors coming onto Trust premises will be under the control of a designated manager who will ensure adherence to the Trust's Safety Policy and safe working practices. The relevant manager will be designated at the time of assigning the contract or placing the order for services.