

**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 September 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Policy Review (010) – Health and Safety Policy
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and Security Adam Springthorpe, Health & Safety Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The Health and Safety Committee (HSC) is requested to approve the reviewed and updated 010 – Health and Safety Policy. This report provides the required assurance that this Written Control Document has been developed in line with all relevant legislation / regulations and available evidence and can therefore be implemented within Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

It is the policy of HDdUHB to make sure that in delivering patient care/public care and other services that the health, safety and welfare of everyone is not harmed in any way. Health and safety law requires the Health Board to implement arrangements as necessary, to ensure effective planning, organisation, control, monitoring and review of safety control measures. However, the HDdUHB is not just concerned with preventing accidents and ill health but also with positive health promotion for its staff, patients and general public.

The 010 - Health and Safety Policy demonstrates that HDdUHB recognises its duty to its employees and will do everything that is reasonably practicable, in relation to:

- Providing and maintaining machinery, equipment and appliances that are safe;
- Providing and maintaining safe systems of work (procedures);
- Safe arrangements for handling, storage and moving objects and substances;
- Providing information, instruction, training and supervision necessary for their health and safety;
- Maintaining a safe place of work and access to and exit from it;
- Providing and maintaining a safe and healthy working environment.

Asesiad / Assessment

There have been no changes to the relevant legislation or guidance since the 2021 Version 4 of this policy. The main changes are as follows:

- The policy has been converted into the latest format.

- The corporate lead for the policy has been updated to the Executive Director of Allied Health Professions and Health Science rather than the Director of Nursing, Quality and Patient Experience.
- Details have been added about the Manager’s Health and Safety Induction course into the Information, Instruction, Training and Supervision section.
- Details have been added about the Trade Union Health and Safety Group into the Role and Function of Staff Safety Representatives section.

The reviewed and updated policy was circulated to the full membership of the Health and Safety Advisory Group (HSAG) for comment for a period of two weeks. The Group comprises of representation from Health and Safety, Legal Services, Occupational Health, Infection Prevention, Operational Compliance, Fire and Manual Handling. No comments were received.

As only minor amendments to the Policy have been made, there has been no requirement to undertake consultation via global email to staff.

The updated 010 Health and Safety Policy was approved by the HSAG on 14 August 2024.

For the Health and Safety Policy to be successful, all managers will need to ensure that all staff within their areas of responsibility understand and comply with the requirements of the Policy.

This policy will be available in all areas via the HDdUHB Policy Intranet site. The Health, Safety and Security Department will monitor and review this policy on a three-yearly basis (or sooner in light of changes in legislation or practice). This will provide a measurement of performance and ensure adequate processes and structures are in place, as well as continuing compliance with statutory responsibilities.

Argymhelliad / Recommendation

The Health and Safety Committee is asked to:

- **APPROVE** the updated policy (010) – Health and Safety Policy

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1. Safe 3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply

Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 5. Safe sustainable, accessible and kind care
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	<ul style="list-style-type: none"> • The Health and Safety at Work etc. Act 1974; • All subordinate health and safety legislation (see relevant law below for examples of law relevant to this policy); • HSE Approved Codes of Practice (ACOPs); • HSE Guidance; • EU Directives.
Rhestr Termiau: Glossary of Terms:	As contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Key Stakeholder Consultation Health & Safety Advisory Group

Effaith: (rhaid cwblhau) Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	There are no direct costs associated with the Policy. Indirect costs may be incurred, such as external training requirements.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff safety, health and wellbeing through compliance with this Policy.
Gweithlu: Workforce:	There will be no adverse impact upon staff.
Risg: Risk:	Not applicable.
Cyfreithiol: Legal:	A breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.

Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	<p>The Equality Impact Assessment (EqIA) has been reviewed and updated. There was no evidence to indicate that the policy would have an adverse effect on any group or individual with any one or multiple protected characteristics that could not be mitigated.</p> <p>It is more likely to have a positive impact in that it protects the health and safety of staff in the workplace and this will have more relevance to those with protected characteristics who are more frequently targets of abuse / discrimination / harassment. This will also apply to any of the stakeholders including patients, members of the public, etc.</p>

Health & Safety Policy

Policy information

Policy number: 010

Classification: Corporate

Supersedes: V4

Clinical documents only:

Local Safety Standard for Invasive Policies (LOCSSIP) reference: Not applicable

National Safety Standards for Invasive Policies (NatSSIPs) standards: Not applicable

Version number: V5

Date of Equality Impact Assessment:

20/06/2024

Approval information

Approved by:

Health and Safety Committee

Date of approval:

10/09/2024

Date made active:

Enter date made active (completion by policy team)

Review date:

Enter review date (normally three years from approval date)

Summary of document:

The Chief Executive gives a general statement and outlines the organisational arrangements for the management of health and safety within Hywel Dda University Health Board (HDdUHB).

Scope:

This policy is applicable to all HDdUHB staff, agency staff, locums, volunteers, contractors and others.

To be read in conjunction with:

156 – [Risk Management Strategy](#) – opens in a new tab

608 – [Risk Management Framework](#) – opens in a new tab

674 – [Risk Assessment Procedure](#) – opens in a new tab

894 – [‘Putting Things Right’ Management and Resolution of Concerns Policy \(Incidents, Complaints and Claims\)](#) – opens in a new tab

All HDdUHB Health and Safety Policies and Procedures

Patient information: Not applicable**Owning group:**

Health and Safety Advisory Group

14/08/2024

Executive Director job title:

Executive Director of Allied Health Professions and Health Science

Reviews and updates:

V5 – 10/09/2024 Full Review

V4 – 13/09/2021 Full Review

V3 – 06/03/2019 Full Review

V2 – 25/08/2015 Revised

V1 – 21/01/2014 New Policy

Keywords

Health, Safety, Risk Management

Glossary of terms

ACOP – Approved Code of Practice

CCTV – Closed Circuit Television

COSHH – Control of Substances Hazardous to Health

HDdUHB - Hywel Dda University Health Board

HSC – Health and Safety Committee

HSE - Health and Safety Executive

PPE – Personal Protective Equipment

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RPE – Respiratory Protective Equipment

SSRs – Staff Safety Representatives

Key points:

Health and safety is everyone’s responsibility.

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Introduction

It is the policy of the Hywel Dda University Health Board (HDdUHB) to make sure that in delivering patient care/public care and other services that the health, safety and welfare of everyone is not harmed in any way.

Health and Safety law requires the HDdUHB to implement arrangements as necessary, to ensure effective planning, organisation, control, monitoring and review of safety control measures. However, the HDdUHB is not just concerned with preventing accidents and ill health but also with positive health promotion for its staff, patients and general public.

Policy Statement

The HDdUHB recognises its duty to its employees and will do everything that is reasonably practicable, in relation to:

- Providing and maintaining machinery, equipment and appliances that are safe;
- Providing and maintaining safe systems of work (procedures);
- Safe arrangements for handling, storage and moving objects and substances;
- Providing information, instruction, training and supervision necessary for their health and safety;
- Maintaining a safe place of work and access to and exit from it;
- Providing and maintaining a safe and healthy working environment.

Employees must take reasonable care of themselves and others who may be affected by what they do, or do not do. They must also co-operate with the HDdUHB so that the organisation can comply with all health and safety duties placed upon it.

Scope

This policy is applicable to all HDdUHB staff, agency staff, locums, volunteers, contractors and others.

Aim

The policy aims are to:

- Outline the management of health and safety within HDdUHB through the written statement, the organisation and the arrangements.
- To minimise the Health and Safety risks to all staff, patients and others.
- Recognise the obligation imposed under the Health and Safety at Work etc. Act 1974, Section 2(3), to prepare an appropriate policy.

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.

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

Roles and Responsibilities

Organisation

The HDdUHB is the body responsible for ensuring compliance with health and safety legislation and its Board will monitor health and safety performance and will be informed of current issues by the Chief Executive.

Chief Executive

The Chief Executive has overall responsibility to ensure that HDdUHB complies with health and safety legislation and guidelines and for the organisational arrangements necessary to achieve these aims and will keep the Board assured of health and safety compliance. The Chief Executive will delegate strategic health and safety management to an Executive Director. The Chief Executive also delegates to General Managers and Service Heads, the effective day to day management of health and safety within their areas of responsibility.

Executive Director of Allied Health Professions and Health Science

The Executive Director of Allied Health Professions and Health Science is the Executive Lead with responsibility for Health and Safety. The main responsibilities of this post are to determine overall policy including the organisational development needs of HDdUHB. Included in this role is monitoring and review of the health and safety status and the taking of appropriate action where deficiencies are identified.

This post shall not have specific responsibility for the management of health and safety within each Service but will be responsible to the Chief Executive for:

- Determining overall health and safety strategy including the organisation arrangements, policies and instructions necessary to produce high standards of health and safety performance and compliance with legislation, guidelines and strategies;
- The co-ordination of health and safety arrangements for the HDdUHB;
- The dissemination of relevant safety information to General Managers or Service Heads as appropriate;
- Advising on suitable provision for training required by managers and staff where health and safety issues affect the whole HDdUHB;
- The provision of advice as necessary to General Managers or Service Heads and Senior Managers on aspects of health, safety and welfare;
- Assisting the HDdUHB in co-ordinating and targeting its health and safety budget;
- The monitoring and review of the overall health and safety performance and activities of the HDdUHB and reporting the situation to the Chief Executive.

Head of Health, Safety and Security

The Head of Health, Safety and Security is accountable to the Senior Manager with delegated responsibility for Health and Safety and has other responsibilities including:

- Assisting the HDdUHB in maintaining and further developing its health, safety and welfare policies;
- Providing support and advice to all members of staff on matters relating to health and safety;
- The review of safety legislation, guidelines and information sources to maintain the health and safety knowledge of the HDdUHB.
- Ensuring regular health and safety audits of the HDdUHB are undertaken and a report is presented to the Executive Lead with any necessary recommendations.
- Notifying the Health and Safety Executive (HSE) when accidents or incidents occur that are deemed reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Head of Health, Safety and Security is assisted in the completion of his duties by the Health and Safety Manager and the wider Health, Safety and Security team.

General Managers and Service Heads

General Managers and Service Heads are responsible for all aspects of health and safety of staff, patients and others in areas where they provide a service or under their control. This includes compliance with legislation and the following:

- The effective management of health, safety and welfare;
- The implementation of HDdUHB policies and the development and implementation of health and safety/risk management arrangements for their departments;
- The identification, assessment and control of risk, in line with the HDdUHB's Risk Management Procedure;
- Ensuring that equipment, premises and systems of work are safe; so far as is reasonably practicable;
- The provision of information, instruction, training and supervision to staff and others, as appropriate;
- The investigation of accidents and incidents, taking appropriate corrective action to prevent a recurrence and reporting details promptly;
- The prompt contacting of a member of the Health, Safety and Security Team should an accident or incident within their area of control require reporting under RIDDOR;
- Monitoring and review of health and safety performance.

Employee's Duties

All employees are required to:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by what they do, or do not do;
- Observe all instructions applicable to the work being performed or area where they are working. Where staff or trainees are required to work away from their wards/departments; the local rules of the area visited and any codes of practice appropriate to the work performed, must be observed;
- Co-operate with the HDdUHB in complying with all health and safety duties placed upon it;
- Bring to the attention of persons in charge all incidents, including accidents, occupational ill health, assaults and hazards in the workplace, including any defects and/or deficiencies that they become aware of in buildings, equipment, plant, machinery or furniture and systems of work;

- Use equipment provided in the interests of health, safety and welfare and ensure that this equipment is not misused;
- Use any personal protective equipment supplied, keep it in good order and request replacements or repair when necessary.

Duties of Others

Others may include contractors and volunteers etc. who must:

- Take reasonable care to ensure their own safety and that of others, who may be affected by what they do, or do not do;
- Observe all the instructions applicable to the work being performed or area where they are working, including local rules and codes of practice;
- Co-operate with the HDdUHB in complying with all health and safety duties placed upon it;
- Bring to the attention of persons in charge all incidents, including accidents, occupational ill health, assaults and hazards in the workplace, including any defects and/or deficiencies that they become aware of in buildings, equipment, plant, machinery or furniture and systems of work;
- Use equipment provided in the interest of health, safety and welfare and ensure that this equipment is not misused;
- Use any personal protective equipment supplied and keep it in good order and request replacements or repair, when necessary.

The HDdUHB also values the health and safety concerns which are raised by others, such as patients, visitors, volunteers, the public etc. This input will assist the HDdUHB to comply with its health and safety responsibilities.

Arrangements and General Provisions

Publicity of this Document

Copies of the Health & Safety Policy shall be kept on the HDdUHB's internet site and the Health and Safety Webpage will have a link to this document. General Managers and Service Heads will be responsible for informing all staff within their areas of responsibility, as to its location and ensure that staff are aware of their responsibilities.

Health & Safety Policies, Procedures and Guidance Documents

Where practicable, specific Corporate Health and Safety Procedures will be developed for use throughout the HDdUHB and will be subordinate to this Health & Safety Policy. These will be kept on the Approved Corporate Written Control Documentation page of the HDdUHB Internet site. For example, the Health and Safety approved policies and procedures include:

- Manual Handling;
- Display Screen Equipment and Workstation Assessment;
- Lone Workers;
- Violence and Aggression;
- Reducing Restrictive Practice;

- Violent Patient Warning Markers;
- Security Management;
- Closed Circuit Television (CCTV);
- Lockdown;
- Workplace Slips, Trips and Falls;
- Control of Substances Hazardous to Health (COSHH);
- New and Expectant Mothers / Birthing Parents;
- Fit Testing for Respiratory Protective Equipment (RPE);
- Environmental Ligature Risks;
- First Aid at Work;
- Control of Vibration;
- Safe Working at Height;
- Medical Laser Safety;
- Latex.

Many Estates and Facilities Management and Infection Prevention policies and procedures are also closely linked to Health and Safety including:

- Asbestos;
- Confined Spaces;
- Fire Safety;
- Electrical (LV);
- Exposure Management including Needlestick (Sharps) Injuries;
- Personal Protective Equipment (PPE) Policy;
- Water Safety;
- Severe Weather Gritting;
- Smoke Free Policy.

Risk Assessment / Profiling

The continuing assessment of the risk to the health and safety of all persons is an important part of the management of health and safety. General Managers and Service Heads are responsible for ensuring that suitable and sufficient assessment of risks are undertaken and appropriate control measures implemented, whenever risk cannot be eliminated.

Information on the prioritisation of risk is given in the HDdUHB's Risk Management Written Control Documentation including:

- 156 – [Risk Management Strategy](#) – opens in a new tab
- 608 – [Risk Management Framework](#) – opens in a new tab
- 674 – [Risk Assessment Procedure](#) – opens in a new tab

Health Surveillance

The HDdUHB has access to an Occupational Health Department whose function is to provide a range of services for employees including pre-employment health checks.

The Occupational Health Service also provides health surveillance for specific work activities and can be arranged via the individual's line manager or self-referral procedures. The Occupational Health Department has its own policies, which are available for reference.

Consultation – Communication of Safety Information

A Health and Safety Committee exists to not only formally provide assurance of health and safety compliance to the Board, but also, to formally consult and communicate with staff side Trade Union organisations with regard to health and safety arrangements.

Any alteration in work practice, environment or other features which may change the risk must be brought to the attention of all persons who may be affected. In addition, legislation requires that Safety Representatives must be given information which would assist them in discharging their functions. Depending upon the circumstances this may be achieved by providing them with a copy of documentation, verbal communication or by discussion in a formal situation such as the Health and Safety Committee.

Information, Instruction, Training and Supervision

Safety Information and Documentation

All instructions and documentation (including risk assessments) will be reviewed on a periodic basis to confirm that they are still valid.

Information

Managers will provide employees with comprehensible and relevant information on:

- The risks to their health and safety as identified in risk assessments;
- The preventative and protective measures needed to be used;
- The procedures for serious and imminent danger e.g. fire emergencies.

Training

It is recognised that training and awareness plays a vital role in achieving high standards of safety performance. All staff joining the HDdUHB will be given a brief introduction to health and safety as part of their corporate induction programme.

Managers and persons with supervisory responsibility must ensure that their staff receive sufficient training as to the hazards and risks of the activities that they perform and environments where they work. This training must include the protective and preventative measures to be taken. Care must be taken to confirm with the employee that any training or information received has been understood and where practicable this information must be recorded.

Training will include action to be taken in the event of serious or imminent danger.

Where there have been changes in working arrangements, equipment or anything that could create new or different risks, then a new risk assessment should be undertaken to determine any requirement for additional training.

Appropriate refresher training for staff should be undertaken, as required. This may not necessarily require formal training sessions but may be facilitated by managers or persons with supervisory responsibility discussing safety issues with their staff.

Where training is given the training must take account of the competence and capabilities of the employee with regard to health and safety including the employee's physical and mental capabilities and their level of training, knowledge and experience.

Health and safety training shall normally be given during normal working hours for the employee.

Manager's Health & Safety Induction

All managers, whether newly appointed or promoted internally into a managerial position, must undertake the Manager's Health and Safety Induction training course. The purpose of the course is to provide managers with an understanding of their responsibilities under the Health and Safety at Work Act 1974 and associated statutory instruments (regulations), ACOPs and guidance and their practical application in the workplace. Upon completion of the course managers will be competent to:

- Apply the principles of risk assessment to all aspects of their area(s) of responsibility;
- Complete Workplace Inspections to identify the hazards within their workplace;
- Undertake suitable and sufficient investigations into incidents.

"Day One" Induction Training

Managers must ensure that "Day One" general health and safety information is given to all new and temporary employees, agency, bank staff and contractors etc. on their first day working in a particular area i.e. a specific ward.

Employees and Others

Employees Working in the Community or Areas Not Controlled by HDdUHB

There are many circumstances where employees of the HDdUHB work in environments in which the HDdUHB cannot exercise direct control over the actual working conditions or the risks that may be present to health, safety and welfare. This may occur where the premises are owned by a different employer or by a third party such as is the case with staff working in the community. Staff must take special care for their own health and safety and comply with guidance issued applicable to the work performed or location where they become aware of any risks to their own health and safety or other persons such as the patient being visited.

Though there is more emphasis on employees protecting themselves this does not relieve the Manager of the person concerned from taking appropriate action to minimise any risks that may be present. After evaluation, these risks may require additional training needs, provision of equipment etc. These arrangements must be recorded in health and safety documents issued by the Directorates or Departments involved.

It should be noted that under the Management of Health and Safety at Work Regulations employees shall be permitted to leave their place of work in the event of serious or imminent danger unless there are adequate written arrangements to deal with the circumstances. For instance, staff working in the community may not be in a position to visit certain patients due to the condition of their premises or other risks that may be present. Where it is necessary for employees to cease work appropriate arrangements must be made to ensure that all persons are not placed in danger due to other factors (such as the withdrawal of that service) and the reason for the failure to perform normal duties must be brought to the attention of the Manager responsible immediately. This should also include situations where employees of HDdUHB work in premises owned by another employer. In general, policies must be prepared by specific Departments giving general guidance on the action to be taken by the employee in these situations.

Temporary Workers

Temporary workers shall be given sufficient information on the risks that may be present in the area(s) in which they may be employed and steps to be taken to minimise those risks, including information on health surveillance if necessary. They should be given adequate instruction for safe methods of work and the correct use of protective clothing. Steps must be taken to ensure that temporary workers have the necessary training and expertise required to work without significant risk to themselves or any other persons.

Contractors

All contractors engaged by the HDdUHB shall abide by their own health and safety statutory obligations.

Contractors and others will be given sufficient information about the risks that working in the HDdUHB may create. This information would also include incident reporting procedures and action to be taken in the event of serious or imminent danger (including details of designated HDdUHB staff with specific responsibilities in these situations). In the same way they are obligated to inform the HDdUHB of any risks that they may create, or become aware of, which may affect contractors/HDdUHB employees, premises or persons using our services. Please see [Contractor Control Policy](#) – opens in a new tab.

Safety of Other Persons

A prime concern of the HDdUHB is the duty of care that it has to persons who come into contact with our services such as patients and those who use our premises, including visitors, volunteers and others who may be affected by its acts or omissions. Care must be taken at all times to ensure that appropriate action is taken to eliminate or minimise the risks (to an acceptable level) to all persons.

Co-ordination Between Employees

Where staff are required to work in premises owned or operated by another employer, there must be adequate co-ordination between the parties involved. This could include:

- Joint risk assessments;
- Exchange of information on risk;
- Training;
- Joint procedures.

Similar arrangements also apply where other employers' staff work on HDdUHB premises.

Health and Safety Committee

The Health and Safety Committee (HSC) is responsible for assuring the HDdUHB that the organisation is in compliance with health and safety legislation and guidance and that the safety of patients, staff and others is managed effectively.

Additionally, the purpose of the HSC is to:

- Provide assurance around the HDdUHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by work-related activities, such as patients, members of the public, volunteers, contractors etc;
- Provide advice on compliance with all aspects of health and safety legislation.
- Promote co-operation between the HDdUHB and its employees on a range of health and safety matters. Where appropriate, the committee will make recommendations to senior management with a view to improving health and safety performance.

For the operational responsibilities of the HSC please refer to the Committee's Terms of Reference.

Role and Function of Staff Safety Representatives

Staff Safety Representatives (SSRs) include trade union appointed Safety Representatives and Employee Representatives. The HDdUHB shall treat both categories on an equal basis to satisfy the requirements of the Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultations with Employees) Regulations 1996.

SSRs function to assist the HDdUHB to improve safety performance and are used as a method of communication and consultation on health and safety issues. SSRs are encouraged to participate in all areas of safety including safety audits of defined areas.

The main function of SSRs is to help to maintain high standards of health, safety and welfare for staff and compliance with legislation. Their function is advisory and the key management responsibility for safety remains with each Service Director.

SSRs must be given sufficient time and facilities for them to be able to efficiently discharge their functions.

The functions of the SSRs include:

- To investigate potential hazards and dangerous occurrences in the workplace;
- To examine the causes of accidents;
- To investigate complaints relating to health, safety and welfare;
- To make representations to the employer about general matters affecting health, safety and welfare at the workplace;
- To carry out inspections;
- To represent employees in consultations with enforcing authority's inspector;
- To receive information from inspectors;
- To attend safety committee meetings;
- To have time off with pay to perform his functions and to attend training.

Trade Union Health and Safety Group

The Trade Union Health and Safety Group is a bi-monthly meeting between the Health, Safety and Security Team and the health and safety SSRs within HDdUHB. It provides a formal space for current health and safety issues or concerns to be raised for discussion. Items can also be escalated from the group to the Health and Safety Committee where necessary.

Reporting of Incidents

The HDdUHB has a comprehensive policy detailing the method for reporting accidents and dangerous occurrences, near misses etc. Employees are required to report all accidents, incidents including assaults, occupational illness and dangerous occurrences etc. in order to protect both the safety of staff and all persons who may be affected by HDdUHB activities. Managers and supervisory staff must take appropriate steps to eliminate hazards or control risks to an acceptable level. Refer to 894 – [‘Putting Things Right’ Management and Resolution of Concerns Policy \(Incidents, Complaints and Claims\)](#) – opens in a new tab.

Competent Persons

HDdUHB Sources for Professional Advice include:

- Head of Health, Safety and Security;
- Health & Safety Manager, Officers and Advisor;
- Violence and Aggression Case Manager;
- Security Manager;
- Occupational Health Service;
- Staff Psychological Wellbeing Service
- Infection Prevention Team;
- Moving and Handling Team;
- Reducing Restrictive Practice Team;
- Estates Operational Compliance Team;
- Head of Fire Safety Management and Fire Safety Advisors.

Other Bodies able to give advice:

Other bodies are also able to give advice, both inside and outside the National Health Service such as:

- NHSW Shared Services Partnership – Facilities, Legal & Risk, Welsh Risk Pool;
- Welsh Government;
- Health and Safety Executive;
- Employment Medical Advisory Service;
- Local Authorities;
- Medical Physics - Radiation Protection.

Monitoring, Review and Audit

Monitoring and Review

Monitoring and review of health and safety performance is a Service Director and departmental responsibility and will be undertaken by the appropriate managers.

Internal Audit of HDdUHB Safety Performance

The Executive Lead shall audit the overall health and safety performance of the HDdUHB. This shall be in conjunction with the Departmental Managers. This audit will consider:

- The overall health and safety performance;
- The effectiveness of management arrangements;
- Safety training, communication and information issues;
- Safety strategy implications;
- Risk assessment.

Results of this audit shall be made available to the Health and Safety Committee.

External Audit of HDdUHB Safety Performance

Other organisations/authorities may also audit the HDdUHB's management of health and safety.

These include:

- Health and Safety Executive;
- Environment Agency;
- Health Inspectorate Wales;
- Fire Authority.

Audit

Though Safety Representatives (SSRs) are permitted to undertake periodic audits and inspections of the workplace this does not relieve a manager from his responsibilities. If SSRs work locally it is recommended that managers should perform audits in conjunction with these persons. Where such arrangements exist these audits should be performed at an appropriate frequency and the results of these audits and any follow-up action recorded. Results of these audits may also be made available for consideration by the Health and Safety Committee.

Where practicable the safety audit may consider the overall safety performance of the area under examination or specific safety issues such as compliance with legislation i.e. COSHH, manual handling, accident reporting procedures etc.

Other Methods

Incident/Accident statistics for the whole HDdUHB will be collected and made available to Departmental Managers the Health and Safety Committee and SSRs on a regular basis.

Consultation – Communication of Safety Information

A Health and Safety Committee exists to not only formally provide assurance of health and safety compliance to the Board, but also, to formally consult and communicate with staff side Trade Union organisations with regard to health and safety arrangements.

References / Further Information

The following reference sources have been used in the compilation of this Health & Safety Policy:

- The Health and Safety at Work etc. Act 1974;
- All subordinate health and safety legislation (see relevant law below for examples of law relevant to this policy);
- HSE Approved Codes of Practice (ACOPs);
- HSE Guidance;
- EU Directives.

Selection of relevant law:

- Control of Substances Hazardous to Health Regulations 2002 (as amended);
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Safety Representatives and Safety Committees Regulations 1977;
- Health and Safety (Consultations with Employees) Regulations 1996;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Health and Safety (First Aid) Regulations 1981;
- Provision and Use of Work Equipment Regulations 1998;
- Lifting Operations and Lifting Equipment Regulations 1998;
- Personal Protective Equipment at Work Regulations 1992;
- Construction (Design and Management) Regulations 2015;
- Health and Safety (Safety Signs and Signals) Regulations 1996;
- Manual Handling Operations Regulations 1992;
- Ionising Radiation Regulations 2017;
- Work at Height Regulations 2005;
- Confined Spaces Regulations 1997;
- Control of Asbestos Regulations 2012.

Further information is available on the HSE website: <http://www.hse.gov.uk/>

Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding if it is likely to have an impact (either positive or negative) on any of the protected characteristics.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence-based decisions.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.

What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts on each protected characteristic.

You will need to provide sufficient information within the template to justify the assessment of impact, this can often be found within the policy.

If a negative/ adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative/ adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed.
- Ensure that the Project/ Policy owner has signed off the Screening Template.
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to Inclusion.hdd@wales.nhs.uk

Title of programme, policy or project being screened:	010 – Health and Safety Policy (Version 5)
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Description of the programme/ policy /project being screened (including key aims and objectives)

This policy outlines the management of health and safety arrangements within Hywel Dda University Health Board (HDdUHB) through the policy statement and detailed responsibilities. The Policy is designed to minimise the health and safety risks to all staff, patients and others under the remit of HDdUHB. It aims to:-

- Secure the health, safety and welfare of people at work;
- Protect patients and people other than those at work against risks to their health and safety as a result of work activities;
- Minimise the number of occupational accidents and incidents of ill health;
- Establish a culture of co-operation, communication, competency and control for health and safety.

Evidence considered (including staff and population data, relevant research, expert, and community knowledge etc.)

Own research
Expert knowledge
Advice from Diversity staff on previous versions of EqIA for this Policy.

Assess which protected characteristics will potentially be affected by the proposal: (please ✓ which impact)

Group	Positive Impact	Negative Impact	No Impact
Age Is it likely to affect older and younger people in different ways or affect one age group and not another?	✓		
Disability Those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	✓		
Gender Reassignment Consider the potential impact on individuals who either: <ul style="list-style-type: none"> • Have undergone, intend to undergo or are currently undergoing gender reassignment. • Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth 	✓		
Marriage / Civil Partnership Marriage and Civil Partnership means someone who is legally married or in a civil partnership.	✓		
Pregnancy and Maternity Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave	✓		
Race / Ethnicity People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers.	✓		
Religion or Belief The term 'religion' includes a religious or philosophical belief.	✓		
Sex Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other?	✓		
Sexual Orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	✓		
Armed Forces Community Consider members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique	✓		

<p>experiences when accessing and using day-to-day public and private services compared to the general population. It could be through ‘unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.’</p> <p>For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: Armed-Forces-Covenant-duty-statutory-guidance</p>			
<p>Socio Economic Duty Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.</p> <p>For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see: more-equal-wales-socio-economic-duty</p>	√		
<p>Welsh Language Please note opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>			√

Summary of Potential Impacts Identified

If you have identified any Positive Impacts please list them and provide the reason the impact is positive.

The Equality Impact Assessment (EqIA) document from August 2021 has been reviewed and updated.

The policy aims to protect the health and safety of all staff.

There was no evidence to indicate that the policy would have an adverse effect on any group or individual with any one or multiple protected characteristics that could not be mitigated. It is more likely to have a positive impact in that it protects the health and safety of staff in the workplace, and this will have more relevance to those with protected characteristics who are more frequently targets of abuse / discrimination / harassment. This will also apply to any of the stakeholders including patients, members of the public, etc.

A fresh trawl of EqIAs on similar policies across other NHS organisations did not identify any negative impacts on protected groups that could not be mitigated:

[Health and Safety Policy NHS Wales Equality Impact Assessment - Google Search](#)

No complaints have been received in relation to equality, diversity or human rights following implementation of the original policy.

There is no evidence at this stage that these changes will impact negatively in relation to equality, diversity, human rights or Welsh Language.

<p>Has the screening identified any negative impacts?</p> <p>If yes, a full Equality Impact Assessment will need to be undertaken.</p>		<p>No</p>
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If no negative impacts were identified, please give full justification here

There is an impact on service users whose first language is not English and those with visual impairment.

Needs of individuals in relation to their protected characteristics need to be taken into account when providing associated training– e.g. Assistance with accessibility, language, learning and literacy skills.

The needs of individuals in relation to their protected characteristics need to be taken in to account when undertaking risk assessments. Staff will need to cross-reference with the Risk Management Procedure.

Screening Completed by:	Name	Adam Springthorpe
	Title	Health & Safety Manager
	Contact details	adam.springthorpe@wales.nhs.uk
	Date	17/06/2024
Screening Authorised by: (Project / Policy Owner)	Name	Adam Springthorpe
	Title	Health & Safety Manager
	Contact details	adam.springthorpe@wales.nhs.uk
	Date	17/06/2024
Seen by Diversity & Inclusion Team:	Name	Kylie Daniels
	Title	Senior Diversity and Inclusion Officer
	Contact details	Kylie.daniels@wales.nhs.uk
	Date	20/06/2024