

# The NHS Confederation

Charity number 1090329

Company number 04358614

## Health & Safety Policy

Date policy agreed by [Board of  
Trustees/Audit Committee/Group  
Executive]

Date of policy review

Owner of policy

March 2022

Commercial Director

## Contents

Introduction.....	4
Purpose of this policy.....	4
Scope .....	4
Policy statement .....	5
Board of Trustees Commitment .....	5
Responsibilities .....	6
Board of Trustees .....	6
Group Executive .....	6
Line managers .....	7
All Employees .....	7
Employee Health .....	8
Display Screen Equipment.....	8
New and Expectant Mothers.....	8
Welfare facilities.....	8
Home and Flexible working.....	9
First Aid .....	9
Fire Safety .....	9
Housekeeping and Maintenance .....	10
Control of Substances Hazardous to Health .....	11
Electrical Equipment.....	11
Electrical Maintenance.....	12
Portable Electrical Equipment.....	12
Communication .....	12
Distribution.....	12
Board and Group Executive Meetings .....	12
Consultation with Employees.....	12
Proactive Monitoring.....	13
Audit .....	13
Company Offices .....	<b>Error! Bookmark not defined.</b>
Monthly Building and Equipment Inspection .....	13
Reactive Monitoring – Dealing with Accidents.....	14
Accident Handling.....	14
Accident Reporting .....	14
Accident Investigation.....	14

Involvement of Outside Agencies – HSE, Local Authority & Police Service .....	<b>Error! Bookmark not defined.</b>
Management of Risk .....	15
Risk Assessment Procedure .....	15
COVID-19 .....	16
GDPR Practices.....	16

# Introduction

## Purpose of this policy

The purpose of the policy is to detail the management of health and safety of the workforce within the workplace of the NHS Confederation.

\*In the following sections the Health and Safety policy of the individual sites Landlord may be applicable, in this situation their policy will override this policy.

- First aid
- Fire Safety
- Proactive Monitoring
- Reactive Monitoring
- Management of Risk

## Scope

This policy applies to everyone working at or with the NHS Confederation<sup>1</sup>. It applies to:

- all staff, including chief executives, directors, senior managers, employees (whether permanent, fixed-term or temporary), seconded staff, homeworkers, agency workers and volunteers
- consultants and contractors
- trustees and committee members.

Any employing or contracting manager must ensure that all temporary staff, consultants, or contractors are aware of this policy.

By the NHS Confederation we mean the NHS Confederation charity, any subsidiary companies and any hosted networked organisation.

The NHS Confederation has designated the *John*as the individual who is responsible for ensuring that the NHS Confederation implements this policy.

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<sup>1</sup> Collectively referred to as workers in this policy

[This policy should be read in conjunction with the organisation's Home Working Policy, Agile Working Policy, and GDPR Policy.]

## Policy statement

NHS Confederation recognises that complying with The Health and Safety at Work Act 1974 is a legal requirement. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, contractors and visitors.

We seek not just to comply with relevant legislation, but to provide a health and safety framework that is continually improving and genuinely supportive of our business objectives. To ensure that we meet all of our health and safety obligations the company will:

- Allocate sufficient resources to meet our health and safety objectives
- Consult with our employees, business partners and clients on matters affecting health and safety
- Provide and maintain work equipment
- Ensure safe handling of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Provide adequate control of health and safety risks arising from our work activities
- Prevent accidents and cases of work related ill-health
- Implement emergency procedures particularly for fire, bomb and terrorist attack
- Maintain safe and healthy working conditions
- Have access to competent health and safety advice
- Review and revise this policy as necessary at regular intervals

## Board of Trustees Commitment

The Board of Trustees is committed to ensuring that this policy is implemented at all levels within the NHS Confederation.

Signed

March 2022

Chief Executive

Signed

March 2022

Chair of the Board of Trustees

## Responsibilities

### Board of Trustees

The Board of Trustees have collective responsibility for the Organisation's strategic health and safety issues and overall scrutiny of its health and safety management processes. It also has a responsibility to ensure that the Group Executive has sufficient resources to discharge their responsibilities as directed by this policy.

### Group Executive

The Board of Trustees is supported by the Group Executive who have a collective responsibility for day to day health and safety, as well as their individual departmental responsibilities. Group Executive are collectively responsible for ensuring that the Organisation's health and safety strategy is implemented. Specifically, members are responsible for:

- Achieving the company's health and safety objectives within their area of remit
- Providing reports on health and safety to the Board of Trustees as required
- The assessment and management of risk within their area of remit
- The safety and health of their employees and others who may be affected by the acts and omissions of their employees
- Ensuring that their departments comply with the Organisations Health and Safety Policy in all aspects
- Ensuring proper monitoring of their departments
- The promotion of a positive health and safety culture within their sphere of influence.
- The overall direction of health and safety policy and strategy
- The setting of company health and safety objectives
- Ensuring that adequate resources are allocated to achieve the company health and safety objectives
- Monitoring and auditing the company to ensure that it is achieving its health and safety objectives

- Maintaining a register of key documentation and risk assessments
- Reviewing the Health and Safety Policy on an annual basis and making recommendations to the board for sign off
- The sourcing of competent advice
- Reporting significant health and safety issues that cannot be resolved to the Board of Trustees

## Line managers

Leadership from the top is fundamental and this must be reflected at all levels. Managers must take a clear lead by setting the example for their staff to follow. Managers at all levels will be assisted by competent staff where required.

Every manager has a duty to ensure the health and safety of their staff and others who may be affected by the actions of their staff. It should be noted in particular, that risk assessment is not a specialist function, but the duty of every employee with a management or supervisory function within the company.

In particular managers are responsible for:

- The safety and health of their employees and others who may be affected by the acts and omissions of their employees e.g. contractors and visitors
- The safety and health of their external visitors and delegates when meeting within office environments
- Ensuring that their departments comply with the Organisation's Health and Safety Policy
- Ensuring that their departments are made aware of changes and updates to the organisations health and safety policies, risk assessments and office environments.
- The assessment and control of risk within the bounds of their responsibility
- Regular consultation with employees on health and safety issues.

It is recognised that new staff will be appointed, and the structure of the company may change over the course of the year. It is the responsibility of management to ensure that new staff are informed of their responsibilities and any other relevant health and safety duties as appropriate.

## All Employees

All employees have a responsibility to:

- Read and comply with the Organisation's Health and Safety Policy

- Cooperate with the company on all health and safety matters
- Not interfere with anything provided to safeguard the health and safety of themselves or others
- Take reasonable care of their own health and safety and the health and safety of others
- Complete Office Management induction
- Report all safety concerns to Office Management
- Report all near misses and accidents to Office Management

## Employee Health

### Display Screen Equipment

The use of computer work stations can give rise to serious health issues associated with repetitive strain particularly in the arms. The Organisation has a legal requirement under the Health and Safety (Display Screen Equipment) Regulations to assess and control risk to display screen equipment (DSE). DSE assessments are to be carried out by each employee, when completing DSE assessments employees must consider their individual flexible working arrangements including home and office working.

DSE assessments will be completed

- when an employee joins the organisation
- if an employee's circumstances change
- remotely as required
- every two years

The Group Executive is responsible for the application of this process, with reference and referrals to Occupational Health as and when necessary.

### New and Expectant Mothers

Under UK law the NHS Confederation must have a generic assessment in place and conduct a specific risk assessment for a new or expectant mother once they are formally advised of the condition by the employee. The Group Executive is responsible for these risk assessments and liaison with the relevant line manager on any special arrangements that need to be made.

### Welfare facilities



The NHS Confederation will provide adequate welfare facilities for employees, in compliance with the workplace (Health, Safety and Welfare) Regulations 1992. Welfare facilities includes toilets, wash hand basins, rest facilities

## Home and Flexible working

Home and flexible working is work that can be carried out by an employee on behalf of the NHS Confederation at their home. Home working can mean that employees can either share their time between home and their normal workplace, to a greater or lesser degree, or spend all their working time based at their home. Risk assessments shall be conducted for all permanent home working arrangements

[Home and Agile working policies should be read by all staff]

## First Aid

First Aid Designated First Aiders must have successfully completed recognised first aid at work course with a refresher course where relevant. Names of designated First Aiders and locations of first aid boxes are displayed on the departmental office Health and Safety Notice Boards and changes notified to relevant office staff by e-mail. Contents of first aid boxes will meet the statutory requirements

Staff wishing to undertake first aid at work training will be supported by the NHS Confederation, to ensure there is adequate first aid provision.

The NHS Confederation will ensure that there is a named person on the premises, a senior manager or first aider, who is to take charge of the situation (e.g. to call an ambulance), if there is a serious injury or illness. It is the responsibility of staff to inform this person of any aspects of their medical history, which they feel may be relevant in case of the accident. This information will be treated in the strictest confidence.

Accidents will be reported to the Board of Trustees at the earliest opportunity.

Accident record books are in the following locations;

Leeds First aid point : Kitchen.

London First aid point: Reception

## Fire Safety

The NHS Confederation will take measures to minimise the risk of a fire on its premises, and to ensure that we are as well prepared as possible in the event of a fire breaking out. A Fire Risk Assessment will be completed by a competent individual for each office under relevant legislation, this review will take place

- following an accident or incident
- following any changes to the process or operation
- following changes to applicable legislation
- every 2-3 years

The NHS Confederation will ensure that there are designated, trained, and qualified Fire Marshals on the premises, and an office manager or a senior manager (RSM), who will act as the Chief Fire Marshal and will take charge of the situation in the event of a fire.

Names of designated Fire Marshals and Chief Fire Marshals are displayed on the departmental office Health and Safety Notice Boards and changes notified to relevant office staff by email.

Landlords of the offices are responsible for the maintenance of all fire detection and alarm equipment. This includes weekly testing of the fire alarm system and annual testing of the firefighting equipment. Defects which present serious and imminent danger are to be brought to the attention of the Facilities Manager for immediate action.

## Housekeeping and Maintenance

The NHS Confederation will provide regular maintenance of the building (except where this is the landlord's responsibility). This will include regular cleaning of floors, kitchen areas and meeting rooms.

Cleanliness:

- The offices are cleaned by contracted cleaners.
- Staff are responsible for washing up etc.

Sanitising

- Staff are responsible for sanitising areas after use including meeting rooms, kitchen furniture and collaborative working environments

Waste Disposal:

- Staff are responsible for safe and correct disposal of large boxes or other items.
- The contracted cleaners are responsible for emptying waste bins.

Safe stacking & storage:

- Heavy or bulky items should not be stored above shoulder height
- All shelves and cupboards will be securely fixed and used for the purpose for which they are designed.

Gangways, corridors and exits:

- All gangways, corridors and exits should be clear and free from blockage.

## Control of Substances Hazardous to Health

The Organisation will comply with the requirements of The Control of Substances Hazardous to Health Regulations (COSHH). Our policy is therefore to avoid such risks by using alternative methods or substituting for a safer substance where at all possible. Where it is not possible to avoid such risks the following will apply:

- A COSHH data sheet will be provided for any substances that require one by the relevant supplier.
- Appropriate storage of all substances, ensuring they are locked away and properly labelled.
- Attention must be paid to the possibility of exposure to hazardous substances in an emergency such as a fire, all risks should be detailed within Fire Risk Assessment and Risk Assessment.
- where employees are directly involved in handling such substances a COSHH assessment must be carried out. COSHH assessments must be countersigned by the relevant Head of Department.

## Electrical Equipment

The NHS Confederation will provide information and where relevant, training on how to use work equipment for staff. It will be the responsibility of workers to ensure they are familiar with operating instructions before they operate equipment.

Routine for inspecting plugs and cables for loose connections or faults:

- Staff are responsible for visibly checking electrical equipment prior to use.
- Any items that have loose connections or faults should be unplugged and clearly marked as not for use.
- Faulty equipment should be reported immediately to Office Management.

## Electrical Maintenance

Electricity at Work Regulation checks will be performed by professional contractors.

Electrical equipment designed to generate heat e.g. electric heaters, kettles etc. will not be used with extension leads. All cables for electrical equipment that trail across floors will be securely fixed or covered.

## Portable Electrical Equipment

The management of portable electrical equipment shall be in accordance with the Electricity at Work Regulations. All portable electrical equipment is to be subject to an inspection and testing regime (PAT) in accordance with the Electricity at Work Regulations.

## Communication

Good communication is central to a positive health and safety culture.

### Distribution

Employees will be made aware of this policy via:

- The NHS Confederation intranet.
- Staff publications.
- Link to this document included on the Office Management Oracle page.

## Board and Group Executive Meetings

Every Board of Trustees meeting and quarterly Group Executive meetings will cover health and safety as a routine agenda item but will normally only consider exceptional items such as serious incidents. In particular the Group Executive will:

- Review the organisations health and safety reports
- Approve health and safety initiatives to be implemented

## Consultation with Employees

Managers will organise consultation on specific issues as and when necessary. Managers must organise routine consultation with their employees under their own arrangements. It should be noted that this system is not designed to circumvent normal management processes. Day to day safety issues or defects

must be brought immediately to the attention of the relevant manager or supervisor

## Proactive Monitoring

The aim of proactive monitoring is to deal with health and safety issues before accidents occur. Such activities include audits, safety inspections

### Audit and Inspections

Audits should be completed systematically to effectively manage risk and identify both strengths and weaknesses. The Facilities & Venue Operations Manager is responsible for commissioning audits.

Offices should be audited;

- Every quarter by the onsite responsible person. Audits should be recorded, saved and be accessible for 24 months. Audits should include office, equipment and appliance checks as well as a review of H&S documentation
- Part of the Office Risk Assessment
- Part of the Fire Risk Assessment review
- Following a full or part office refurbishments
- Following an office move

On completion of audits, any reportable findings should be added to the health and safety section within the chief exec report.

A weekly health and safety inspection should be completed by the office management team, any necessary findings should be reported to the Facilities & Venue Operations Manager immediately for action.

### Monthly Building and Equipment Inspection

The building management teams are responsible for ensuring regular inspection of all buildings for safety defects and for conducting inspections with regards to structure and permanent fixtures, plant and machinery, and all internal systems.

Emergency lighting tests taking place within our demise will be completed by the office team and drain downs and annual reviews should be completed by a competent person.

Any issues which present serious and imminent danger are to be brought to the attention of the Facilities & Venue Operations Manager to raise with either the building management team for or competent contractor for immediate action.

## Reactive Monitoring – Dealing with Accidents

Reactive monitoring involves accident reporting and investigation and is the management of health and safety failure. It is an essential part of the overall process so that lessons can be learned to avoid the failure being repeated.

### Accident Handling

Every situation that presents itself will be different. In general, the following principles will apply:

- make the situation safe to prevent further injury or damage
- help stabilise/treat and if necessary, rescue an injured person(s)
- where necessary preserve the scene to enable investigation.

### Accident Reporting

All accidents are to be logged in the Organisation's accident book.

The following are to be brought to the immediate attention of a senior member of staff. All incidents are to be reported to HR at the earliest opportunity:

- any accident at an event reportable under the Reporting of Injuries Diseases or Dangerous Occurrences Regulations (RIDDOR) (UK only)
- any accident or incident likely to lead to legal action against the company or individual employees
- any accident or incident directly involving an employee of the Organisation
- any accident where an outside agency e.g. Police Service or enforcement agency has become involved (see below).

Note: In the UK the Police Service are always to be called in the event of a fatal accident.

### Accident Investigation

All accidents, however small, are to be investigated. Depending on the accident it will be up to Facilities & Venue Operations Manager/HR/Senior staff member

to determine the scale of the investigation required relative to the severity (or unrealised potential severity) of the accident, signed off by the Commercial Director. The aims of accident investigation are as follows:

- identify reasons for substandard performance
- identify underlying failures in health and safety management systems
- learn from events
- prevent recurrences
- satisfy legal reporting requirements.

The findings of accident investigations are to be included in the health and safety section within the chief exec report.

## Management of Risk

The Organisation has a clear and specific legal duty to carry out a suitable and sufficient assessment of all significant risks and to mitigate those risks to the lowest reasonably practicable level. It is also key to our overall policy to proactively manage risk.

### Risk Assessment Procedure

All significant risks must be assessed, and a written record made. Specific requirements are as follows:

The Group Executive is to ensure that the following risk assessments are conducted and appropriately archived:

- General risk assessments for offices and other spaces managed by the Organisation
- Fire risk assessment for all offices
- Risk assessments for new and expectant mothers
- DSE assessments for staff
- Any other relevant risk assessments

The relevant Manager is responsible for reviewing all risk assessments as follows

- following an accident or incident
- following any changes to the process or operation
- following changes to applicable legislation
- at least annually

The Group Executive is responsible for ensuring that all risk assessments are to be reviewed as above

## COVID-19

The relevant Senior Manager is responsible for communicating updates to staff and reviewing all practices and process in the event of COVID-19 breakout or similar.

- Office closures
- Reduction of office capacities
- Implementation of specific restrictions (face coverings, social distancing)
- Updating risk assessments

## GDPR Practices

This policy should be read in conjunction with the organisation's GDPR Policy.