



**Coventry and
Warwickshire**
Integrated Care Board

Health and Safety Policy

Reference Number:	This will be applied to all new ICB-wide PPSs by the Governance and Corporate Affairs Team and will be retained throughout its life span.
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Department:	Corporate Office

VERSION HISTORY

Date	Version	Changes made to previous version	Consulting and Endorsing Stakeholders, Committees / Meetings / Forums etc.

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19/9/2013	V1	Policy approved by Clinical Quality, Safety and Governance Committee
26/9/2013	V1	Policy adopted and ratified by the ICB Board
18/10/15	V.2	Interim Review
20/09/16	V.2	Review- change of premises
8/11/19	V.3	Completed review
10/03/21	V.4	Merger review of Policy
13/12/21	V.5	CCG replaced with ICB

1. General Policy Statement

It is the policy of NHS Coventry & Warwickshire Integrated Care Board (ICB) to meet the requirements of Health and Safety legislation and use this as a minimum standard of performance. Health and Safety is an integral part of the ICB activities.

The ICB Board and its Chief Executive Officer (AO) are ultimately responsible for ICB's compliance with Health and Safety Legislation. The ICB Board will demonstrate commitment and leadership, with regard to the implementation of this health and safety policy, in their actions and business decisions, working to minimise the incidence of all workplace risks and work towards providing sufficient funds and resources for this to be effective.

Responsibility for the implementation of this policy this will be delegated to the Associated Director for Governance and Corporate Affairs onwards via the Management structure to ensure that staff and managers work together positively to comply with this policy and with Health and Safety Legislation in general. Directors and Managers can be personally accountable for the health and safety performance of areas within their responsibility.

Equally all ICB employees have legal duties under Health and Safety law and therefore must adequately discharge their duties and responsibilities for health and safety as they would for their other functions.

If our policy is to be effective, it must secure the commitment of all ICB staff. This will be achieved by active employee involvement and participation in the arrangements for managing health and safety and by developing and maintaining awareness among employees at all levels. For this reason, managers will consult their staff, involve them in developing health and safety arrangements, communicate information and provide relevant instruction and training.

Employees also have a legal duty to ensure that they take care of themselves and others, co-operating with their employer on Health & Safety directives and the local arrangements to achieve high standards in health and safety. The ICB ensures and expects its employees to be aware of their responsibilities and the health and safety arrangements in place. All employees are expected to contribute to improvements in health and safety wherever possible.

Signed:

 **ICB Board Chair**

Date: 21st April 2021

**Signed:
Officer**

 **Chief Executive**

Date: 16th April 2021

2. Introduction

Health and Safety is associated with the activities of all organisations and those providing health care and health services are no different from others in that respect. Whilst it is not possible to eliminate all risk, an effective Health and Safety system should eliminate risk wherever possible and reduce the impact of retained risks to a level that is considered 'acceptable'. A proactive approach to Health and Safety management should assist in the creation and maintenance of an environment which is safe for all and should also prevent and/or reduce the likelihood of loss to individuals and to the ICB.

The overall aim of this policy is:

- To present a clear overview of ICB's intentions in relation to Health and Safety management;
- To provide a framework to support the establishment and maintenance of a systematic, effective approach to Health and Safety throughout the ICB that will meet the requirements of Health and Safety legislation.

3. Objectives

The objective of this policy is to ensure that there is a consistent approach to Health and Safety and to ensure that a culture of continuous improvement is established and maintained.

Health and Safety is considered to be the responsibility of everyone in the organisation, thus the implementation of an effective Health and Safety Policy will involve all employees and affect all stakeholders and will be applied to all systems and processes, organisational, financial and commissioning.

The Health and Safety Policy and associated policies will be communicated to all employees by their respective Directorate. Health and Safety will also be included in the induction programme for all new employees and will also be included in other training programmes as appropriate. The Health and Safety Policy and associated policies will be available to the public and other stakeholders upon request.

The performance of the Health and Safety Policy will be reported on a regular basis to the Clinical Quality, Safety and Governance Committee. In this way the organisation will demonstrate that it is doing its reasonable best to manage health and safety issues, discharge its statutory duties and meet its corporate objectives.

The appropriateness of the Health and Safety Policy will be continually reviewed in the light of both national requirements and also the requirements of the organisation.

4. Scope

This policy applies to all ICB staff and those who act in an official capacity on its behalf.

This includes:

- a) Employees;
- b) Individuals who are working for the ICBs, eg within Commissioning Support Services;
- c) Persons serving on committees and other decision-making groups (including representatives and members of third-party organisations) established by the ICBs;
- d) Individuals acting in an advisory capacity to the ICBs.

5. Organisational Responsibilities for Health and Safety

All contractors and sub-contractors working on ICB premises must comply with the Health and Safety Policy and ensure that their actions do not endanger ICB employees, patients/clients or other members of the public using the premises.

The organisation will ensure that the Health and Safety Policy is reviewed regularly.

5.1 The Chief Executive Officer (AO) has overall and ultimate responsibility for Health and Safety within the organisation. The AO is responsible for working towards the provision of sufficient resources to implement the Health and Safety Policy and for ensuring that the organisation complies with all the requirements of Health and Safety Legislation (Appendix A).

5.2 The Head of Resilience will monitor the execution of the organisation's Health and Safety Policy. They will ensure that the ICB Board, Management Team and staff are kept fully informed as appropriate on all major developments in Health and Safety Legislation and in providing progress reports and other statistical information as considered appropriate. (Appendix B)

5.3 Executive Directors are accountable to the AO. They will ensure that all members of staff within their area of responsibility receive sufficient information, instruction, training and supervision as regards to their Health and Safety and welfare at work. Other duties are detailed at Appendix C.

5.4 Advice on employment/industrial relation issues will be provided to the AO (and to other managers within the ICB on request) by the **Human Resources function within the Commissioning Support Service**. This function will be responsible for the recording, accreditation and notification of safety representatives. They will be responsible for the development of job descriptions for the ICB that highlight Health and Safety responsibilities.

5.5 First Line Managers/Supervisors should have a basic knowledge of Health and Safety Legislation, and fully familiarise themselves with the ICB Health and Safety Policies. Delegated responsibility for the Health and Safety of employees, volunteers and visitors' rests with Line Management. Advice/guidance and help with meeting these Health and Safety obligations will be provided by the appropriate Health and Safety Adviser(s). Managers must carry out their duties as set out in Appendix D.

5.6 Employees whilst at work will take reasonable care for their own health and safety to themselves and those who may be affected by their acts or omissions. Employees will co-operate with their employer to enable any duty or requirement placed upon them under any Health and Safety Legislation to be performed or complied with. Employees shall report any hazard, malfunction, accident or near miss to their Line Manager immediately.

Responsibilities with regard to Health and Safety are proportional to the authority held by the employees. All employees must adhere to Health and Safety Legislation and will acquaint themselves with ICB Health and Safety Policies and procedures including fire procedures. They will undertake their tasks as instructed and trained.

5.7 Estates and Facilities. A Service Level Agreement (SLA) will be produced with NHS Property Services which provides for the activities of Estates, Developments, Facilities and Support Services in respect of the specific Health and Safety requirements involving Chemical Substance disposal, Waste Disposal and employment of contractors etc. They will advise the ICB on the implementation and interpretation of the various Statutory Acts that apply to health buildings within the ICB as set out in Appendix E.

5.8 The Health and Safety Adviser(s). The ICB will provide a suitably qualified and competent person who will work to assist and advise managers to ensure that arrangements are in place so that all members of staff employed within their area of responsibility are consulted and receive sufficient information, instruction and training as regards to their health, safety and welfare at work. They will assist managers to prioritise improvements emanating from Health and Safety inspections/audits and Risk Assessments. From a legal aspect it is good practice for organisations to also have access to a qualified H&S manager who can challenge and, be challenged, in a legal compliance aspect.

5.9 A Safety Representative/s may be elected by and represent employees in their workplace regarding matters of health and safety at work in consultation with Managers of the ICB. They will assist and work with Managers through the Health & Safety Committee to promote and develop measures to ensure the health, safety and welfare of staff. Safety representatives have no legal responsibilities beyond those of the ordinary employee. In addition, they should fulfil the functions as set out in section 5 & Appendix F.

5.10 Occupational Health Services. An Occupational Health Service SLA will be provided to the ICB. The Service will undertake suitable health surveillance on request in order to preserve and enhance the health of ICB employees, also to advise the ICB Directors and Managers on all matters relating to the health and safety of employees at work. (Appendix G).

5.11 Building Contractors Working on ICB Premises. Contractors will report/book into the ICB building reception/s area/s (at this time; 3rd floor Westgate house Warwick, 2nd floor Heron House, Ground floor Parkside house) prior to the commencement of any work. Prior to the start of work/arrival NHS Property Services are to provide any contractors with appropriate access to applicable H&S documentation (i.e ICB Health and Safety Policy) In addition, Contractors, where appropriate, will be required to set out in writing their own organisational arrangements for the safe conduct of their work and the health and safety of their employees and others whilst working on behalf of NHS PS. Via the SLA with NHS PS arrangements will be in place to monitor the working methods of a Contractor with regards to safe practice and to ensure the implementation of any safety requirements.

5.12 All Other Persons on ICB premises shall observe ICB safety rules and any instructions relating to safety given by an employee on behalf of the relevant ICB.

5.13 The Responsible Officer for Fire, through the SLA with NHS Property Services, they will conduct fire risk assessments and a Fire Safety Audit in coordination with the Head of Resilience for C&W ICB. Where appropriate, they will liaise with building landlord regarding fire safety precautions.

6. Arrangements for Health and Safety

In executing the legal responsibilities of the ICB, all staff will comply with relevant Health and Safety Legislation.

Any employee found not complying with this, or any other associated policies and procedures, may be subject to disciplinary action under the relevant ICB's disciplinary procedure.

7. Capabilities and Training

7.1 Managers /Supervisors

The ICBs will provide instruction, information, training and supervision designed to enable Managers to understand their responsibilities under current health and safety legislation. This will give Managers:

- A knowledge of current health and safety legislation;
- Awareness of their responsibilities;
- An understanding of accident/incident prevention, investigation and reporting;
- The mechanism for conducting health and safety inspections and advice in follow-up action;
- Knowledge of Risk Assessment and prioritisation of risks.

Managers should, where applicable, carry out risk assessments, prioritise risks, identify hazards, instigate incident/accident prevention protocols, investigate untoward incidents and, understand the requirements of health and safety legislation in their area of responsibility. The Head of Resilience will assist Managers in the implementation of this.

7.2 Employees/Staff

The ICBs will provide awareness training designed to ensure all staff are competent to undertake their work in a proper and safe manner.

7.3 The Health and Safety Specialist Adviser(s)

The Head of Resilience & Emergency planning holds the relevant H&S qualification/s (Nebosh) so in agreement will be the designated person for providing health and safety 'advice' as appropriate throughout the organisation.

7.4 Trade Union Safety Representatives, Health & Safety Committee and Consultation

The Health & Safety at Work Act requires the ICBs to consult safety representatives with a view to the making and maintenance of arrangements which will enable the ICB and staff to co-operate effectively in promoting and developing measures to ensure the health and safety of staff and the effectiveness of such measures will be made. In addition, health and safety legislation requires that safety representatives are consulted in good time concerning the introduction of any measures which may substantially affect health and safety. This will be achieved through appropriate representation on the ICB H&S committee, which will represent both sites.

Time Off for Health and Safety Representative Duties

The ICBs will treat Trade Union safety representatives in the same way as staff side representatives and Union Officials and will allow them reasonable time off for their duties, as well as access to office facilities and relevant information.

In the absence of any Trade Union appointed representatives, the ICBs will offer a formal consultation pathway with appropriately elected staff.

7.5 Accidents, Incidents and Near Misses

All accidents, diseases, incidents, near misses and unplanned events are to be reported immediately via Line Managers. The ICB's **Incident Report Form** (via Intranet) must be completed as soon as possible. When completed, the Incident Report Form must be submitted to your Line Manager (See Incident Reporting Policy for more information).

7.6 Children and Young Persons

Members of staff are reminded that the ICBs premise/s are a potentially dangerous place/s for children. On the occasions where they are brought on to the premises for a visit, they must be supervised and not permitted to roam free. They are always to be supervised during their visit by a parent/guardian or nominated person.

Any members of staff who wish to arrange for Young Persons to visit the ICB/s for work experience or short courses must seek consultation/approval from the associate Director of Governance and Corporate Affairs prior to any commencement of any visit.

The ICB/s are legally required to ensure that any work activities undertaken by persons under 18 years of age is risk assessed and the main findings communicated to, for example, parents or guardians.

7.7 Display Screen Equipment (DSE)

The ICB will ensure that all members of staff considered Users (User = average of more than 1 hour on a computer per day) at workstations within the organisation, including laptops, are assessed and the risks identified in accordance with The Health & Safety (Display Screen Equipment) Regulations 1992. This involves consideration of the equipment being used and the working environment specific to the individual. The assessments include the views and feedback from the user.

DSE Assessments should initially be carried out as “Self-Assessments” soon after joining the ICB and reviewed annually, using the provided **DSE Self-Assessment form**. Users and their line manager/s are responsible for ensuring this is carried out in a reasonable timescale after starting and then annually. The assessment should identify any risks to the User, the User’s Line manager along with the user, are to work together to reduce those risks as soon as possible. If the assessment identifies a specific health risk, then a referral should be made for a further specific DSE workplace assessment, this can be done by contacting the Corporate Support Officer.

It is the individual’s responsibility to adhere to any recommendations made, in agreement, through the assessment, and to further report any problems or perceived hazards to their Line Manager.

A copy of the assessment should be held by the ICB and also filed in the User’s personal file, and reviewed either on a yearly basis, or when significant changes take place involving the User, their equipment or their environment.

7.8 Temporary Workers

Departmental managers are responsible for ensuring all temporary workers receive any relevant health and safety information, training and induction.

7.9 Equipment

It is the responsibility of each departmental manager to ensure all equipment in their department is in good condition and so safe to use or ensure reporting if to the contrary. Departmental managers must also ensure that staff members using equipment are trained to do so.

Employees must not use equipment unless they have received the appropriate training and are aware of its hazards.

7.10 First Aid

Managers are responsible for ensuring that employees must be familiar with the first aid procedure/S and reporting. Employees have a duty to familiarise themselves with all First aid and Fire procedures by actively seeking the information provided. C&W ICB will provide a number of trained First aiders and first aid equipment (Boxes) on all premises.

7.11 Manual Handling

Employees must not attempt to lift items beyond their capabilities and are to ask for assistance if needed. Training will be provided every 2 years and if required, for all staff in applicable roles who are subjected to frequent manual handling as part of the designated role.

7.12 Induction Training

All new members of staff joining the ICB will be given their induction Health and Safety checklist. Also, during their first week, they are to receive a previously arranged local Health and Safety induction at their place of work by their Line Manager or their representative. All employees will undergo annual training as ICB policy.

7.13 Risk Assessments in Respect of New and Expectant Mothers

The ICBs will undertake risk assessments in respect of pregnant persons in respect of the requirements of specific legislation where a risk assessment has shown they are at risk.

7.14 Working at Height

ICB staff must comply with the H&S working at Height regulations where required, staff must never stand on equipment to access material stored at height unless the equipment is specifically designed for that purpose. The ICBs will provide step ladders to EN131 standard, or kick stools where appropriate and only after a robust Risk assessment is undertaken.

7.15 Lone Working

The ICB has undertaken risk assessment in regard to Lone working, in consultation with the ICBs Local Security Management Specialist (LSMS).

See Lone Working Policy.

8. COMMITTEES

The ICB Clinical Quality and Governance Committee (CQGC) will be responsible for the overall Risk Management of the ICB, including Health and Safety.

Coventry & Warwickshire ICB will form a staff attended Health & Safety Committee, chaired by an appropriate senior Director level staff member, attended by the Head of Resilience as well as staff approved/appointed safety representatives from all ICB sites. The committee will report upwards to the CQGC at least twice annually.

Appendix A

The Chief Executive Officer

The responsibilities of the Chief Officer are to:

1. Sign off on the Health & Safety Policy Statement, ensure that the policy is regularly monitored and formally reviewed;
2. Ensure that annual health and safety objectives both for the organisation and individual ICB Board Members are defined, agreed and are met;
3. Work towards ensuring that adequate resources and facilities are available to achieve Health and Safety objectives;
4. Ensure that effective communication regarding Health & Safety exists between all sections of the organisation.

Appendix B

The Associate Director for Governance and Corporate Affairs (ADGCA)

The responsibilities of the ADGCA are to:

- 1) Ensure that management both know and accept their individual responsibilities regarding health and safety and that the requirements of health and safety legislation are met.
- 2) Advise the ICB CQGC Committee of the resources required to comply with statutory requirements.
- 3) Monitor the Health and Safety Policies and Procedures within the ICB.
- 4) Ensure that the ICB Chief Executive Officer and Senior Management Team are kept informed of all major developments in Health and Safety Legislation.
- 5) Ensure the development/review of the ICB Health and Safety Policies and Procedures, including those in relation to health at work.
- 6) Ensure that Health and Safety training issues are addressed and ensure that Health and Safety training needs are met.
- 7) Ensure that adequate communication channels are maintained to ensure information concerning health, safety and welfare, which may affect any individual, are widely known throughout the ICBs.
- 8) Chair the Health & Safety Committee, detailing health and safety activities. Report on any formal visits by the Health and Safety Executive, together with any enforcement notices and improvement procedures required/taken. Report at least twice annually to the CQGC on Health and Safety matters.
- 9) Consult with safety representatives in accordance with Safety Representatives and Safety Committee guidance.

Appendix C

Senior Managers

Senior Managers are responsible for the implementation of the ICB's Health and Safety Policy within their area of responsibility. To achieve this, they will ensure that:

- 1) They, and all persons reporting to them, know and accept their responsibilities under the C&W ICB Health and Safety Policy and all are adequately aware and trained to enable successful implementation;
- 2) promotion and implementation of the policy is achieved by an adequate programme to:-
 - i) minimise risks to health and safety
 - ii) conform with the law, statutory approved codes of practice and to formulate suitable procedures to communicate information and the identifying, reporting and elimination of hazards
 - iii) encourage and improve Health and Safety culture to enable employees to fulfil their responsibilities
- 3) Risk assessments are undertaken as required by Health and Safety Legislation and that the results of such assessments are communicated to employees and safety representatives prior to the commencement of all procedures;
- 4) All incidents /accidents are reported and recorded according to ICB Policy and that all untoward incidents and near miss incidents are investigated in a timely and appropriate manner;
- 5) Information, instruction, training and supervision is provided as necessary under the Act and Regulations to ensure the health and safety of those under their control;
- 6) Safe working practices are at all times maintained to ensure the health and safety of employees, patients/clients, visitors and contractors on ICB premise/s;
- 7) Appropriate equipment is purchased, used and maintained to enable safe working practices;
- 8) Reports are made to the relevant ICB's Health & Safety committee through safety reps and/or H&S adviser if any matter is found to be in breach of statutory requirements and which cannot be effectively dealt with at local level, along with a suitable risk assessment and case of need;
- 9) Any matters brought to their attention by the staff and safety representatives are given prompt and appropriate attention;
- 10) Appropriate action is taken against any member of staff failing to comply with the requirements of the Policies;
- 11) Appropriate Managers/Supervisors attend Health and Safety Courses;

- 12) Departmental Health and Safety Procedures are monitored audited and reviewed. Any actions or control measures necessary to reduce risks to employee's health and safety must be implemented in accordance with the Acts and Regulations applicable;
- 13) Health surveillance is carried out as required by relevant health and safety legislation, in conjunction with the Occupational Health Department;
- 14) Effective emergency plans are in place for instances of serious/imminent danger and that all staff are aware of the responsibilities at such times;
- 15) They are an active participant, as appropriate, of the local Management /Risk / Health and Safety Group, identifying Health and Safety priority issues for action by appropriate managers within the ICB.
- 16) Ensure all staff using workstation DSE in their department carry out an initial and, annual, DSE self-assessment, which is then recorded and forwarded to the Operations Directorate.

Appendix D

First Line Managers/Supervisors

As part of the management structure will strive for a progressive reduction in accidents by a continuous improvement of safety standards and care. They will:

- 1) Ensure that all persons are adequately trained and are fully aware of any hazards and risks to health and safety in their respective areas.
- 2) Ensure all employees are aware of fire and evacuation procedures; continually develop safe practices and systems of work to ensure maximum safety for all under their supervision.
- 3) Ensure that employees are familiar with the tasks they are asked to fulfil.
- 4) Record and investigate all accidents and dangerous occurrences promptly and ensure that they are subject to ICB reporting procedures (whether they cause injury or not), where appropriate advising Safety Representatives accordingly. Appropriate steps must be taken to prevent re-occurrence of accidents and reports made as per the ICB's Incident Reporting Policy and procedures.
- 5) Undertake annual health and safety inspections with Safety Representatives.
- 6) Ensure that Safety Policies and rules are observed, and that Personal Protective Equipment (PPE) is provided where necessary and worn as appropriate.
- 7) Ensure that all safety devices are fitted, properly adjusted, maintained and used.
- 8) Encourage all staff to maintain good housekeeping at all times.
- 9) Consider and, forward if appropriate, the health and Safety concerns raised by employees.
- 10) Work with Safety Representatives as appropriate on all Health and Safety matters.
- 11) Ensure that all equipment and machinery is used in accordance with the manufacturers or departmental instructions and that it is regularly maintained.
- 12) Bring to the attention of the staff and managers any dangers or hazards in the workplace, together with details of the risk assessment and any action taken or required to reduce risk.
- 13) Maintain safe access and egress in the workplace.
- 14) Maintain a Risk Register and undertake Risk Assessments as required.
- 15) Arrange and where appropriate carry out departmental Health and Safety training including departmental and mandatory induction, ICB Head of Resilience can assist with this.

Appendix E

Estates and Facilities

The SLA with NHS Property Services will provide the necessary Estates and Facilities Guidance for the ICBs and Estates and Facilities will have managerial responsibility for:

- 1) Examination of all ICB premise/s (Westgate/Heron/Parkside house) according to statutory requirements and regulations relating to building and engineering services;
- 2) The application of all legislation under the Health and Safety at Work Act etc, relating to building fabric and work services. This will include but is not limited to:
 - a) Legionella Control;
 - b) Management of Asbestos containing materials;
 - c) Electrical safety of Portable and Fixed electrical appliances/systems;
 - d) Gas Safety.
- 3) Ensuring the safe operation of engineering plant and equipment, together with all fire equipment and appliances, fire alarms and associated communication systems; monitoring and maintaining standards of mechanical safety in accordance with the Health and Safety at Work etc. Act;
- 4) Ensuring standards of electrical safety for plant and all electrical equipment (excluding medical, Information Technology equipment and others as arranged) comply with the Electricity at Work Regulations 1989;
- 5) The design, construction, specification and maintenance of new and existing buildings throughout the ICBs in relation to the Health Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order and Health Technical Memorandums;
- 7) Maintenance of a register of competent staff; i.e. Gas and Electrical registered engineers;
- 8) Appointment and monitoring performance of Contractors on ICB premise/s;
- 9) Providing advice to the ICBs on security matters relating to patients and staff;
- 10) Active membership and attendance of the relevant ICB Risk Management Groups;
- 11) Conducting a Safety Audit specific to Estates and submitting an annual report to the Director of Integrated Governance as appropriate (for example Legionella Control and Asbestos Management);
- 12) Consulting with and, responding to, all issues raised where Estate's work, repairs or developments affect the Health and Safety of C&W ICB staff;
- 13) Ensuring compliance with the Construction, Design and Management Regulations 2007;
- 14) Implementing Central Alert System safety notices as required and reporting to The Director of Integrated Governance on actions taken or required.

Appendix F

Safety Representatives

Trade Union Safety Representatives, Safety Committee and Consultation

The ICB recognise that Trade Unions and Staff Associations are responsible for electing accredited safety representatives. Management will actively encourage staff to participate in this process.

The ICBs recognise safety representatives appointed under the procedure set out in the Safety Representative and Safety Committee's Regulations 1977.

Representatives will be appointed and will sit on the C&W ICB Health & Safety committee.

Any Union must inform the Lead for Human Resources, in writing, of the names of its representatives and the group or groups of staff they represent.

Safety representatives must be employees / secondees of the organisation and so far as is reasonably practicable, should have at least two years' service with the organisation or its predecessor or two years' experience in a similar type of employment. Representatives will be fully briefed on the H&S committee and have access to the TOR.

The right to continue as a safety representative cease when:

The representative ceases to be employed / seconded by the organisation.

Legal Responsibilities of Trade Union Safety Representatives

The Health and Safety at Work etc. Act require the ICB to consult safety representatives with a view to the making and maintenance of arrangements which will enable the ICB and staff to co-operate effectively in promoting and developing measures to ensure the health and safety of staff and the effectiveness of such measures will be made. In addition, health and safety legislation requires that safety representatives are consulted in good time concerning;

- The introduction of any measures which may substantially affect health and safety,
- Arrangements for appointing competent persons to assist with health and safety and implementing procedures for serious and imminent risk,
- Any health and safety information the employer is required to provide,
- The planning and organisation of safety training; and
- The health and safety implications of the introduction (or planning) of any new technology.

The ICB recognise that Trade Union Safety Representatives have no legal liabilities beyond those of the ordinary employee. They cannot individually be liable at either civil or criminal

law for anything they may do or fail to do as a Safety Representative. However, as an employee they have a duty to take reasonable care of the Health and Safety of themselves and other people who may be affected by any acts or omissions by themselves. They also have a duty to report dangerous situations and any shortcomings in Health and Safety Arrangements.

Time Off for Health and Safety Representative Duties

Coventry & Warwickshire ICB will treat Trade Union safety representatives in the same way as staff side representatives and Union Officials and will allow them reasonable time off for their duties, as well as access to office facilities and relevant information. They will also be allowed time off, with pay, to undertake approved safety training.

This provision should be read in conjunction with the Recognition Agreement. Functions

The functions of a Trade Union Safety Representative or Staff Side Representative are:

- To represent their colleagues in consultation with management on health and safety matters.
- To investigate potential hazards without personal risk to their own safety.
- To investigate accidents and dangerous occurrences without personal risk to their own safety.
- To participate in risk assessments and carry out routine inspections.
- To receive appropriate Health and Safety information.

Safety representatives should give adequate notice of their inspection visits to the designated competent persona. Managers should work closely with them over this as on all other aspects of health and safety. Any such inspection should be conducted in the presence of the relevant Manager.

Reports

Safety reports must normally be made in writing to the appropriate manager in accordance with this Policy. Reports may be made verbally where the matter is urgent, but representatives should ensure that managers are informed. All verbal reports should be confirmed in writing at the earliest opportunity. In making out their reports, safety representatives may suggest ways of improving the health and safety of the environment. Management will discuss with them the ways in which improvements can be made without reducing the standard of efficiency of the service. However, it remains the duty of the organisation and its Managers to take decisions on health and safety matters.

The functions of Safety Representatives are to:

- 1) Take all reasonably practical steps to keep themselves informed of the legal requirements relating to the Health and Safety of persons at work, particularly the group of persons they directly represent.
- 2) Be kept informed and consulted in good time on:
 - (i) The particular hazards of the workplace and the measures deemed necessary to eliminate or minimise the risk deriving from those hazards;
 - (ii) C&W ICB Health and Safety Policies and procedures including the organisation and arrangements for fulfilling those Policies.
- 3) Carry out, or assist in investigations into:
 - (i) Accidents hazards and dangerous occurrences at the workplace having given the relevant manager reasonable notification beforehand.
 - (ii) Complaints by any employee they represent, relating to the employee's health, safety or welfare.
- 4) Receive from the ICB or Safety Inspectorate factual information relating to the workplace or information as to any action the Inspector has taken or proposes to take;
- 5) Attend Safety meetings as required and by ICB Manager/s;
- 6) Attend the ICB Health and Safety committee and local group meetings as required and by arrangement as the staff side representative;
- 7) Assist when requested the Senior Manager/s in conducting regular Safety inspections, identifying areas of potential improvement.

Appendix G

Occupational Health Service

The Occupational Health service commissioned by the ICB will provide a service which promotes the well being of the individual by providing advice to Managers and Staff on the effects of health on work and work on health.

This is achieved via:

- Pre-Employment screening to assist Managers in the placement of staff
- Vaccination programme to protect staff against known infection hazards
- Health surveillance for known workplace hazards in accordance with legislation
- Health education regarding workplace hazards and promotion of a good health lifestyle
- Monitoring of the general health of staff and provision of advice and guidance with regard to health issues related to employment, prevention of work related ill health and protection from known work related hazards
- Identification of workplace hazards following requests to visit the workplace in liaison with the appropriate Manager
- Counselling Service to all staff with referral to outside agencies as necessary
- Advice regarding sickness absence and rehabilitation
- Conduct a safety audit specific to occupational health issues and submit an annual report to the Lead for Human Resources and participation in arrangements for monitoring the provision of Occupational Health Services.

Appendix H: Equality Impact Assessment

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	NO	
	• Ethnic origins (including gypsies and travelers)	NO	
	• Nationality	NO	
	• Gender	NO	
	• Culture	NO	
	• Religion or belief	NO	
	• Sexual orientation including lesbian, gay and bisexual people	NO	
	• Age	NO	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	NO	
2.	Is there any evidence that some groups are affected differently?	NO	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	NO	
4.	Is the impact of the policy/guidance likely to be negative?	NO	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	