



Health and Safety Strategy 2017 – 2020

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Linked procedural documents	
Dissemination requirements	All managers and staff, via email and intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

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1. Introduction



The Trust recognises that health and safety practice as a core activity within the Trust and this Health and Safety Strategy outlines the vision to achieve this.

Statement of Intent

- Staff are the Trusts most important assets and by ensuring the safety of our staff, we will be able to deliver the Trust's mission to provide a safe and effective healthcare service to all our communities in the East of England.
- The aim of this document is to set out a clear strategy that provides a realistic and achievable vision for the Trust and its staff.
- Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. In addition to the legal duties, EEAST has a moral obligation to protect its staff and members of the public from the risk of injury.

2. Purpose

The Strategy sets out the Trusts commitment to create and maintain sensible and safe working practices while ensuring the risk to staff and the public are mitigated.

3. Duties

3.1 The Board

- The Chief Executive and the Board have overall responsibility and accountability to ensure compliance with statutory health and safety provisions.
- Under the Health and Safety at Work Act 1974 every employer has to ensure, so far as reasonable practicable, the health, safety and welfare at work of all his employees. The Trust Board of Directors should set the direction for effective health and safety management.
- Trust Board of Directors need to support the Health and Safety Policy and take the lead in ensuring the communication of health and safety duties and benefits throughout the Trust.
- Health and safety should appear regularly on the agenda for Trust Board of Directors meetings.
- All members of the Trust Board of Directors will attend the IOSH Directing Safely course.

3.2 Chief Executive

- The Chief Executive can give the clearest visibility of leadership however this has been delegated to the Director of Nursing and Clinical Quality as the health and safety 'champion'.
- The presence of the Director of Nursing and Clinical Quality as the health and safety 'champion' demonstrates a strong signal that health and safety issues are being taken seriously and that the strategic importance is understood.



3.3 Health, Safety and Security Team

- Develop and provide Health, Safety and Security Policies.
- Advise and guide the Trust in all aspects of Health, Safety & Security.
- Have an ongoing awareness of changes to Health and Safety legislation, Health and Safety enforcement cases, Fee for Intervention (FFI), current enforcement practices and remain competent to advise the Trust in their duties.
- Ensure the Trust is compliant as possible to protect against security losses and violence and aggression.
- Work with colleagues in other organisations (Police, Fire, other healthcare bodies) and within the Trust to share best practices and ensure the Trust is complaint in Health, Safety & Security.
- Work with colleagues in Union to ensure the Safety and Security of all Trust staff and to build a positive Health and Safety culture.

3.4 Management

The day to day management of health and safety is the responsibility of line managers. The trust will work continuously to enable and empower managers and others to manage health and safety with the same degree of expertise and to the standards of other core business activities. Managers will ensure:

- All risk assessments related to Health and Safety have been completed. Risks are identified and measures put in place to mitigate the risks.
- Any security matters requiring the Health and Safety involvement are reported to the Health and Safety team.
- Work in conjunction with the Health and Safety team to ensure that appropriate measures to ensure Health and Safety of staff and visitors.

3.5 All Staff

- All Staff have a responsibility to adhere to this Strategy.
- All staff are required to familiarise themselves with all Health and Safety requirements relating to their place of work or work practices, and follow agreed working methods and Health and Safety procedures at all times.

The day to day management of Health, Safety and Security is the responsibility of line managers but the Trust in partnership with the Health, Safety and Security team, Human Resources/Occupational Health/ Health and Wellbeing team has a pivotal role to play in the development, monitoring and successful implementation of the strategy.

4. Aims and objectives



The key aim of the strategy is to develop a positive health and safety culture with consistent policies and procedures that are compliant with all appropriate health and safety regulations and standards.

- Through strong leadership, promote and drive a positive health and safety culture within the Trust
- Promote knowledge, understanding and acceptance by management and individuals of their responsibilities for health, safety and well-being matters;
- Promote policy and best practice with the aim of reducing the number of accidents, disease, ill health, near misses and dangerous occurrences and ensure lessons are learned from incidents;
- Promote collaboration and services, consultation and communication with internal (Managers and Employees) and external stakeholders (other Emergency Services, HSE, Unison and other NHS Trusts) to achieve best practice, raise the profile of Health and Safety and deliver an integrated and sustainable service.

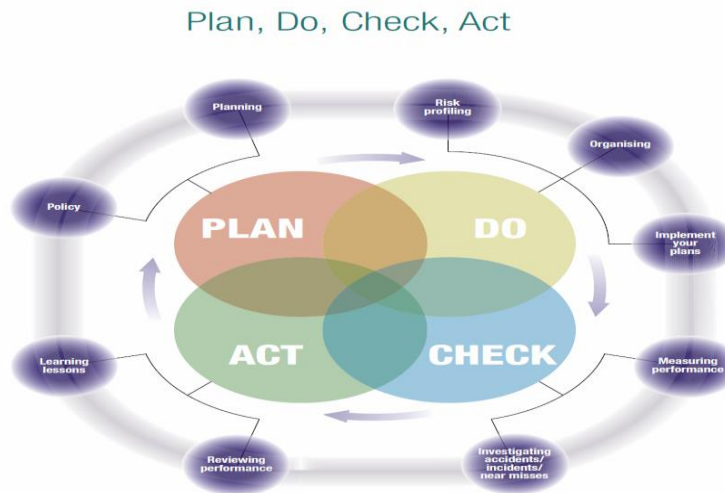
5. Dissemination and Implementation of the Health and Safety Strategy

5.1 Dissemination

The Health and Safety Strategy will be disseminated to all staff via communications bulletins and placed in the Trust's on line document library.

5.2 Implementation

The Trust will use the best practice framework recommended by the Health and Safety Executive below to implement and achieve its objectives.



The aim is to encourage all staff to take ownership of Health and Safety, with everyone collaborating in managing risk and preventing injury to our staff and the Organisation. This will be achieved by increasing staff involvement in health and safety by providing them with guidance, training and development to enable them



to understand their responsibilities, participate in risk assessments, reporting and investigating accidents and incidents; thereby developing a strong sense of responsibility and ownership and a health and safety culture. The responsibility for Health and safety is not only an organisational responsibility but also the responsibility of the individual and should be an integral part of everyone's role. Although the Health and Safety team will continue to provide targeted advice and guidance for key audience groups and take appropriate action when and where necessary, the Trust recognises that collective ownership which reflects local circumstances is integral to the safety of its employees.

The Trust will increase its Health and Safety training (e.g.: Managing Safely) provision to staff to ensure that staff have the required knowledge and understanding of their roles and responsibilities under Health and Safety Regulations. This is likely to lead decrease in the number of Health and Safety incidents and work related injuries.

Workplace Health and Safety inspections of the emergency Operations Centres (EOC's) will be carried out on a quarterly basis by the Health and Safety team, in conjunction with Managers of the premises and Unison members to ensure workplaces are safe for staff, patients and visitors. Health, Safety and Security of sites are also included in the IPC Audit checklist. Any issues are then raised with the local management team, responsible department, as well as the Health and Safety team.

Staff representatives will be invited to participate in risk assessments and premises inspections/ audits when reasonably practicable to do so and be key members of the Health and Safety Working Group and the Health and Safety Committee.

Any hazards, trends and themes from Health and Safety incidents, outstanding actions from the Health and Safety inspections etc. will be reviewed at the Health and Safety Working Group and escalated to the Health and Safety Committee, if required. Risk assessments are completed on identified hazards and included in the risk register if that is considered the appropriate action following the risk assessment.

To ensure actions put in place are completed effectively. This can be measured in a number of ways including:

- Number of incidents reported
- Number of risk assessments completed
- Number of actions identified through Workplace Inspections
- Compliance of regulations i.e. fire evacuation drills completed annually

6. Process for Monitoring, Compliance and Effectiveness



- EEAST will set and measure improvements in health and safety practice and performance over the next 3 years, ensuring that EEAST becomes an increasingly safer, healthier place to work and receive care.
- EEAST will implement policies and procedures which comply with relevant legislation and guide staff in their work.
- EEAST will ensure that all have access to up-to-date legislation and guidance relating to their roles. This is facilitated by providing access to the internet/Intranet as well as suitable training.

The progress and delivery of this strategy will be the responsibility of the Trust Board of Directors, who will be updated with quarterly reports from the Health, Safety and Security Officer.

This strategy will be updated in accordance with the following:

- Identified review date
- legislative changes
- good practice guidance;
- case law;
- significant incidents reported;
- new vulnerabilities; and
- changes to organisational infrastructure.



7. Review and Governance

Area	Frequency	Action
Number of Injuries – Staff	Annually	Reduction in the number of staff injuries by 5% year on year [#]
Number of Injuries – Staff - Slips, Trips and Falls		Reduction in the number of staff injuries by 5% year on year [#]
Number of Injuries – Staff - Manual Handling		Reduction in the number of staff injuries by 5% year on year [#]
Number of Injuries – Staff - Sharps		Reduction in the number of staff injuries by 5% year on year [#]
Number of incidents reported to the HSE under RIDDOR		Comparison of number of reports submitted to the HSE under RIDDOR – year on year
Number of incidents reported to the HSE under RIDDOR within timescale		Comparison of number of reports submitted to the HSE under RIDDOR with in the timescale of 15 days – Target 100%
Number of Datix Reports received reporting a staff injury		Comparison of number of reports submitted – year on year
Completion of Fire Risk assessments	Annually	30% of Trust properties
Completion of Workplace inspections (EOC's)	Bi Annually	
Site Specific Risk assessments	Annually	
Managing Safely	Annually	

Directing Safely	Annually	
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Training

Manual Handling workbook	Annually	All staff to complete the training
Risk Management	Annually	
Fire Warden Training	Annually	
Fire Warden Training refresher	Every 2 years	

the comparison of incidents will be done taking into consideration in increase in activity year on year.



Appendix A - Underpinning Legal requirements

In order to make sure the Trust provides a safe and secure environment for its staff and the public, the following regulations will shape the activities of safety management. These include

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Safety signs and signals) Regulations 1996
- Noise at work Regulations 1989
- Personal Protective Equipment at work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries and Dangerous Occurrences Regulations 1995
- Manual Handling Operations Regulations 1992
- Compliance with Care Quality Commission Standards
- Compliance with NHS Litigation Authority standards

In addition to the legislative requirements, the following factors will impact the safety management delivery


- Views of the Board and the Health and Safety Committee
- Views of the HSE;
- Outcome of discussion from employees and Unions;
- Local trust operational demands
- Allocated budgets



Appendix B- Equality Analysis initial screening form (stage 1)

<p>1. Name of policy/procedures/guidelines being assessed:</p>	<p>Title: Health and Safety Strategy 2017-2020</p>
<p>2. Is this a new or existing document?</p>	<p>New <input checked="" type="checkbox"/> Existing <input type="checkbox"/></p> <p>Version being assessed (if existing):</p> <p>Last review date of document:</p>
<p>3. What is the purpose of the document? (copy the purpose from the relevant document)</p>	<p>(a) What is it trying to achieve and why?</p> <p>Meet the statutory obligations and legislative requirements as per the Health and Safety at Work Act (1974).</p> <p>To set out a clear strategy that provides a realistic and achievable vision for the Trust on how to provide an environment that is safe (as far reasonably practical) from a Health and Safety perspective for its staff</p> <p>(b) Who is intended to benefit and how?</p> <p>All staff</p>



<p>4. Tick the boxes below to assess the potential for differential impact (negative or positive) on any of the protected characteristics?</p> <p> Tick box for positive impact</p> <p><input checked="" type="checkbox"/> Age</p> <p><input checked="" type="checkbox"/> Disability</p> <p><input checked="" type="checkbox"/> Gender reassignment</p> <p><input checked="" type="checkbox"/> Marriage and civil partnership</p> <p><input checked="" type="checkbox"/> Pregnancy and maternity</p> <p><input checked="" type="checkbox"/> Race</p> <p><input checked="" type="checkbox"/> Religion or belief (including lack of belief)</p> <p><input checked="" type="checkbox"/> Sex</p> <p><input checked="" type="checkbox"/> Sexual orientation</p>	<p><input checked="" type="checkbox"/> Cross box for negative impact</p> <p><input type="checkbox"/> Age</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender reassignment</p> <p><input type="checkbox"/> Marriage and civil partnership</p> <p><input type="checkbox"/> Pregnancy and maternity</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Religion or belief (including lack of belief)</p> <p><input type="checkbox"/> Sex</p> <p><input type="checkbox"/> Sexual orientation</p>
<p>5. Is there the possibility of discriminating unlawfully, directly or indirectly, against people from any protected characteristic?</p> <p>Types of Discrimination:</p> <ul style="list-style-type: none"> - Direct - Indirect - Associative - Perceptive - Harassment - Third party harassment - Victimisation - Institutional 	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes, please state the reason:</p>
<p>6. Could there be an effect on relations between certain groups?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes, please state the reason:</p>



<p>7. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes, please state reason:</p>
<p>8. PLEASE INDICATE BELOW ANY AMENDMENTS OR CHANGES TO THE POLICY/PROCEDURE:</p> <p>If the answers are 'no' to questions 5, 6, 7 then there is no need to proceed to a Full Equality Analysis. Summary Form should be completed and submitted to the relevant committee(s).</p> <p><i>If 'yes' then a Full Equality Analysis</i> of the document will be required. <i>(link to be added)</i></p>	



9. Executive Summary Record Sheet	
Initial Screening - Equality Analysis (Stage 1)	
Document reference:	Document Title:
Assessment date:	Document type:
Responsible director:	Lead manager:
Conclusion of Equality Analysis:	
Name of committee/board this document has been presented to:	
Chairperson:	
Date of meeting:	
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	
<u>If the documents have not been approved, then please indicate below the next steps agreed:</u>	
Signature of Chairperson:	Date:
The initial Equality Analysis screening form (stage 1) should be stored with the master document and a final approved electronic copy must be sent to:	
Equality, Diversity and Inclusion Manager Hammond Road Elms Industrial Estate Bedford MK41 ORG Landline: 01234 243200 mobile: 07957626985 Email: Navrita.Atwal@eastamb.nhs.uk	