



Health & Safety Policy

Review and Amendment Log / Version Control Sheet

Responsible Officer:	Jo Webster, Chief Officer
Clinical Lead (where appropriate):	Not Applicable
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		Health and Safety Adviser		
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1 Introduction

NHS Wakefield Clinical Commissioning Group (CCG) acknowledges a duty of care to the health, safety and welfare of staff, visitors and external contractors, to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.

The CCG is also committed to ensure effective arrangements for the personal safety of commissioned services as far as is reasonably practicable covering staff, patients and visitors, of their property and the property and premises of the organisation.

The CCG recognises the importance of consulting with its workforce on matters concerning health, safety and welfare as a key part of ensuring the effectiveness of its health and safety management effort. This includes partnership working with trade union health and safety support through the Health & Wellbeing Board and Staff Forum.

This policy recognises that all NHS Wakefield CCG staff have a role in the provision of a safe working environment, and details the responsibilities of staff for producing effective health and safety management throughout NHS Wakefield CCG.

The Integrated Governance Committee will incorporate the responsibilities for health and safety and will function as the Health and Safety Committee.

2 Purpose

The purpose of this policy is to: -

- Ensure NHS Wakefield Clinical Commissioning Group (CCG) Health & Safety management arrangements reflect the CCG organisation and the over-arching structures within.
- Enable the CCG to comply with the requirements of the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation.
- It is a legal requirement for The CCG under section 2 of the Health and Safety at Work etc. Act 1974, to have a written health and safety policy. This and associated management structures, policies and procedures fulfil this requirement for the CCG's health and safety adviser organisation South West Yorkshire Partnership Foundation Trust. Where departments are required by this policy to develop local policies, they shall adopt the HSG65 model.

3 Definitions and Explanation of Health & Safety Terms

The words in this policy are used in their ordinary sense and technical terms have been avoided wherever possible.

The Health and Safety Management system adopted by the CCG is based on the Health and Safety Executive's model of Plan, Do, Check & Act (detailed in their publication 'Managing for health and safety; HSG65).

4 Scope

This policy and procedure must be followed by all staff who carry out work for NHS Wakefield CCG, including while on another organisation's premises or staff who are travelling during their working hours. This includes staff on temporary or honorary contracts, secondments, pool staff and students. It also applies to volunteers, visitors and contractors.

Independent Contractors are responsible for the development and management of their own procedural documents and for ensuring compliance with relevant legislation and best practice guidelines.

NHS Wakefield CCG is responsible for the management of building security arrangements. Other tenants of White Rose House are responsible for their own internal safety and security arrangements, but are expected to fully co-operate with NHS Wakefield CCG, who will in turn inform/instruct other tenants of White Rose House of any pertinent safety related matters.

5 Duties / Accountabilities and Responsibilities

5.1 The Governing Body

The Governing Body is responsible for ensuring that the necessary support and resources are available for the effective implementation of the Health and Safety Policy.

The Governing Body will also be responsible for the establishment of effective control over property and contents through adequate procedures and management practices, and for ensuring that all activities meet current legal requirements.

The Governing Body will also receive assurance, via the Integrated Governance Committee, that Health and Safety procedures are effective within NHS Wakefield CCG.

5.2 Chief Officer

The Chief Officer is the Accountable Officer and is responsible for Health and Safety and Security within NHS Wakefield CCG.

The Chief Officer is responsible for ensuring that there is expert, up-to-date health and safety and security advice and services available within NHS Wakefield CCG. The Chief Officer will also be responsible for ensuring that effective systems and practices are in place to maximise health and safety and security at work and for promoting safe working practice throughout NHS Wakefield CCG.

The Chief Officer will ensure that the control and co-ordination of technical requirements in relation to buildings, fixtures, fittings and equipment is appropriate so as to make certain there is continued safe use of facilities and equipment in accordance with legislative requirements, Medicines and Healthcare Products Regulatory Agency (MHRA) and NHS Estates guidance.

The Chief Officer has the following responsibilities:

- manage work in relation to Health and Safety within NHS Wakefield CCG;
- ensure that systems and processes are in place for NHS Wakefield CCG to meet statutory and regulatory health and safety obligations;
- lead and co-ordinate external relations with the Health and Safety Executive;
- ensure health and safety reports are presented on a regular basis to the Integrated Governance Committee;
- Support staff in carrying out risk assessments, including slip, trip and fall risk and display screen equipment assessments. Support staff involved in incidents and during the investigation of incidents;
- Support Heads of Service in ensuring that all equipment is purchased, maintained and disposed of in accordance with best practice;
- Ensure First Aid Risk Assessments are completed for all locations where NHS Wakefield CCG staff work on a regular basis. There is no legislation which requires a trained first aider on work premises. The provision or otherwise of a trained first aider should be the subject of an informed decision following the completion of a First Aid Risk Assessment. The minimum requirement is for a person to be nominated to ensure the presence of an adequately stocked first aid box.

The Chief Officer will obtain specialist advice and support in relation to Health & Safety requirements as appropriate.

5.3 Directors and Associate Directors

Directors and Associate Directors have the responsibility within their directorate for ensuring that safe working practice throughout NHS Wakefield CCG is in place with regard to health and safety and security. Each Director is also responsible for promoting a culture so that all staff report incidents, accidents and near misses through the Incident Reporting System.

Health and Safety should also be considered when planning or purchasing services or equipment for the short, medium and long term.

5.4 Heads of Service

Heads of Service are responsible for ensuring safe working practices, safe systems of work and acting to remove/reduce as far as possible any risks identified within their areas of responsibility by carrying out risk assessments in accordance with the Integrated Risk Management Framework. All corporate risks should be reflected on the Risk Register.

Heads of Service are responsible for ensuring that they and their staff are adequately trained. This including monitoring attendance at mandatory training courses, particularly the annual fire lecture; and are familiar with the content of the Health and Safety Policy and associated procedures.

Heads of Service are responsible for undertaking Control of Substances Hazardous to Health (COSHH) risk assessments for any substances used within their services, and for completing risk assessments for all staff, patients and visitors including carers and external contractors, i.e. young workers, pregnant and nursing mothers in their areas of responsibility, and acting to remove/reduce as far as possible any health and safety risks identified.

Heads of Service are responsible for devising control strategies for risks identified and for ensuring their staff report incidents, accidents and near misses.

Heads of Service (with the support of South West Yorkshire Partnership NHS Foundation Trust) are responsible for reporting work-related accidents, diseases and dangerous occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). This applies to all work activities and is also applicable for some non-staff accidents/incidents/sickness. Full details are available at: <http://www.hse.gov.uk/riddor/key-definitions.htm>

Heads of Service are responsible for ensuring as far as reasonably possible, the safety of staff who travel for business reasons, whether or not travel claims are submitted. They should ensure that staff who travel as part of their role are aware of, and comply with, the requirements that the motor vehicle they use is covered by a relevant Insurance Policy with provides cover while the vehicle is on official business including cover against risk or injury, and that where appropriate, the vehicle has a valid MOT certificate. The driver should also have an appropriate driving license and is not aware of any reason why they should not safely and legally drive a vehicle.

Heads of Service are responsible for ensuring that all staff comply with the requirements of the Display Screen Equipment Policy.

Heads of Service are responsible for promoting security within their areas of responsibility. In particular they will be responsible for keeping inventories of departmental property.

Specifically, Heads of Service will:-

- Consult and involve staff when undertaking or reviewing service specific risk assessments;
- Ensure all new employees receive induction training;
- Ensure job or activity based risk assessments covering significant risks of their services or teams are undertaken and shared with staff;
- Ensure staff attend/complete mandatory training;
- Ensure staff under their control have adequate access to First Aid Cover at all times
- Ensure staff under their control have the competency to safely undertake their role and review this on a regular basis;
- Ensure that all new employees receive a copy of the staff H&S handbook;
- Ensure that appropriate action is taken to ensure the workplace is free from H&S risks as far as reasonably practicable;
- Ensure that staff are aware of procedures for reporting incidents, accidents and other H&S risks;
- Ensure the CCG routes of communication are used to engage with staff on Health and Safety issues;
- Ensure the health & wellbeing of staff under their control and actively support individuals when required;
- Investigate and share lesson learned from adverse incidents, or near misses;
- Review management arrangements as appropriate to their level of responsibility and ensure 1:1, team and group meetings are conducted as required to control H&S risks;
- Supervise staff and ensure they follow all safety procedures; and
- Utilise the services of the health and safety team and/or occupational health where appropriate to address health and safety issues.

5.5 Headquarters Services Manager

The Headquarters Services Manager will be the nominated Health and Safety lead for NHS Wakefield CCG and will have delegated responsibility from the Chief Officer for ensuring that effective systems and practices are in place to maximise health and safety at work and for promoting safe working practice throughout NHS Wakefield CCG.

The Headquarters Services Manager is the nominated manager for internal security arrangements relating to NHS Wakefield CCG.

Specifically, the Headquarters Services Manager will:-

- Work with the Learning and Development team to ensure appropriate staff training is in place for general health and safety and assist managers in sourcing specific safety related training when this is identified by services and teams;
- Ensure management arrangements are in place for the reporting and reviewing of incidents and accidents ;

- Ensure that appropriate risk assessments covering CCG premises and risks under the control of the Headquarters Services Manager are conducted and maintained to control all identified risks;
- Work with SWYPFT to implement the detailed Health and Safety Management Work plan.
- Work with the Learning and Development Team to monitor completion of H&S training
- Instigate appropriate action to address any issues which arise from incidents, near misses or risks identified by services/managers;
- Report to senior management the attendance and/or any training issue that may arise. Specifically, this will be included in the reports for the integrated governance committee;
- Specifically, health and safety issues will be discussed at the staff forum. The staff bulletin and staff briefing will also be used to communicate H&S issues;
- Review overarching management arrangements with the Health & Safety provider (SWYPFT) and make recommendations to the Governance & Board Secretary and provide senior management with assurances that effective systems are in place and through exception reporting ensure decisive and timely action is taken for any serious incident or issue.
- Prepare regular reports on health and safety for the Integrated Governance Committee.

5.6 South West Yorkshire Partnership NHS Foundation Trust

South West Yorkshire Partnership NHS Foundation Trust (SWYPFT) will:-

- Work with the Headquarters Services Manager, monitor completion of H&S training and instigate appropriate action to address any issues which arise.
- Provide expert support to the Headquarters Services manager to complete risk assessments covering CCG premises on a regular basis.
- Work with the Headquarters Services manager to produce a detailed Health and Safety Management Work plan.
- Provide policy support, applicable risk assessments, audits and inspections.
- Report to senior management the attendance and/or any training issues that may arise.
- Provide advice and support to the Chief Officer and Headquarters Safety Manager on Health and Safety Issues.
- Provision of advice booklets and supporting training as required.

5.7 Employees

All employees are responsible for:-

- Ensure their dress sense is appropriate, suitable and does not hinder safe working practices for all tasks undertaken whilst at work
- Attending all mandatory training and other training as appropriate
- Complying with all NHS Wakefield CCG policies and procedures.

- Co-operating with any person with health and safety responsibilities
- Ensuring that any slip, trip or fall hazards are removed or isolated as soon as possible and follow NHS Wakefield CCG incident reporting/risk assessment processes to prevent injury or re-occurrence
- Ensuring that effective measures are taken to ensure that NHS Wakefield CCG premises, property and equipment (and leased/rented premises in which NHS Wakefield CCG staff work for any periods, and property or equipment with which they are working) are maintained in a safe and secure condition
- Ensuring the health, safety, welfare and security of themselves and of those who may be affected by their actions or omissions
- Observing safe methods of work and safety procedures provided in the interests of health, safety or welfare
- Reporting any issues relating to health & safety including illness/disease (including allergies e.g. latex products);
- Reporting to line managers as appropriate in line with the Incident Reporting System, any incident, accident or near miss observed that could affect health and safety including slips, trips and falls;
- Seeking advice and assistance as required
- Taking steps to safeguard against loss of the organisation's property
- Using work equipment as they have been trained and/or in accordance with manufacturers' instructions

Specifically, all employees must:-

- Accept responsibility for their own personal security and personal effects in premises and ensuring any portable equipment if issued is securely held off site.
- Ensure that they keep their work areas clean and tidy, not to put others at risk through their acts or omissions etc. and also to take personal responsibility for their own health, wellbeing and safety, including use of appropriate clothing/footwear.
- Ensure that they read, understand and follow the staff H&S handbook.
- Ensure that they understand the CCG's systems for reporting incidents, accidents and other H&S risks; that they use these systems to report risks identified.
- Ensure the workplace is maintained in a safe and clutter free condition.
- Maintain security measures regarding access to premises and security of organisational assets including fixed and any mobile assets issued to their staff.
- Report all hazards, defective equipment or damaged or faulty safety and security measures (i.e. fire doors, access controls, CCTV etc.).
- Report to management any concerns around H&S.
- Take responsibility for their own H&S behaviour and report or challenge others who ignore or work outside of the safety arrangements.

Staff who travel as part of their role must be aware of, and comply with, the requirements that the motor vehicle they use is covered by a relevant insurance policy which provides cover while the vehicle is on official business

including cover against risk or injury, and that where appropriate, the vehicle has a valid MOT certificate. The driver should also have an appropriate driving licence and is not aware of any reason why they should not safely and legally drive a vehicle.

Staff trained in First Aid at work must ensure their training remains in date and with their manager's support ensure first aid boxes contain appropriate stock

5.8 Visitors and Contractors

All visitors and contractors have a general responsibility to give due consideration to health and safety and security issues and must follow the security procedures of the organisation. All visitors and contractors have a general responsibility to take all reasonable steps to ensure security of their own personal possessions.

NHS Wakefield CCG will not accept responsibility or liability for personal property brought into its premises unless it is handed in for safe custody.

6. Policy Requirements

6.1 HSG 65 Management System

The Health and Safety Management system adopted by the CCG is based on the Health and Safety Executive's model of Plan, Do, Check & Act (detailed in their publication 'Managing for health and safety; HSG65).

6.2 Plan

The CCG management system will be delivered as a team approach, involving business and stakeholder partners.

Measuring health & safety performance will be through regular analysis of:-

- Incident reports
- Complaints
- Training Needs Analysis
- Risk Assessments
- Reports from colleagues in Fire, Security, Personal Safety, Manual Handling, Staff side Representatives, Emergency Planning, Occupational Health
- External agencies reports, i.e. HSE, Environment Agency

Training requirements will be directed by asking managers to identify where they think their service is in regards to Health & Safety, measured against incidents, audits, inspections and internal policies and their individual action plans.

6.3 Do

The CCG will endeavour to maintain and develop a positive safety culture by underpinning and consolidating additional safety related policy and procedural documents as necessary, containing clear information and instruction. This

will be backed up with a flexible; safety related training programme and regular supporting audits and visits to services

6.4 Risk profiling

It is recognised that Health & Safety is just one strand of risk management and that the health & safety management approach dovetails into other areas where there may also be risks e.g.

- Human Resources
- Environmental
- Financial
- Reputational
- Fire
- Security
- Occupational Health

6.5 Checking and measuring

CCG Health & Safety performance will be through a planned, systematic approach to enable the CCG to carry out its statutory and mandatory duties. This will include:-

- The investigation of the causes of accidents, incidents or near misses
- Formal audits
- Inspections
- Working with staff side colleagues
- Analysis of incident reports
- Analysing and reviewing safety alerts from the Department of Health
- Liaising with Occupational Health where work related ill health issues are identified.

The Headquarters Services Manager will ensure, with the support of the Director of Corporate Affairs, that a pro-active monitoring & inspection regime is implemented. This will be balanced against reactive information on incidents, injuries and work-related ill health, such as, information on risk assessment completion. Results will be fed back to individual teams and services in the first instance for action.

6.6 Acting/Reviewing

On all health & safety matters is a firm CCG commitment in order to learn from accidents and incidents, ill health reports, errors and relevant experience will be taken into account, including incidents from external sources, where necessary existing plans, policy/procedural documents and risk assessments will be reviewed to see if these need amendments.

Action will be taken on lessons learned, from audits, inspections and visits to services and teams by SWYPFT and the Headquarters Services Manager.

6.7 General

NHS Wakefield CCG will as far as is reasonably possible work to ensure the personal security of all individuals whilst undertaking work on behalf of the organisation or receiving services from the organisation. It is the responsibility of individuals to take all reasonable steps to ensure that they do not compromise their own security or that of others.

6.7.1 Lone workers

All reasonable steps will be taken to ensure the safety of employees who, in the carrying out of their job responsibilities, may be required to work alone. This will be achieved by the development of appropriate procedures and working practices and ensuring that staff have the appropriate skills and equipment to enable them to work safely and securely. Ref: "Lone Worker Policy".

6.7.2 Violence and aggression

The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the specific requirements of the NHS Security Management Service requires that employers have a duty to ensure the health, safety and welfare of their staff.

This policy ensures that NHS Wakefield CCG has a clear strategy to tackle violence and abuse against its staff as required by the NHS Protect and health and safety legislation.

Any act of violence or aggression, including verbal aggression, should be reported via the Incident Reporting process. Where the perpetrator is a member of NHS Wakefield CCG staff, the incident should be reported to the Human Resources team.

NHS Wakefield CCG will report all incidents of physical assault via the Datix incident reporting system and/or to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Risk assessments should be carried out to identify potential triggers for violence and aggression.

There are a number of sanctions available to NHS Wakefield CCG in dealing with visitors who behave in an inappropriate manner. These range from discussion and verbal warnings to an Acknowledgment of Responsibility Agreement and to implement/take legal actions. Advice and support on dealing with the aftermath of a violent or aggressive situation should be obtained from the Headquarters Services Manager.

6.7.3 Crime Prevention

Proactive crime prevention and security awareness will help to ensure a safe, secure environment. Staff should make every effort to counter the threat of crime, as follows:

- All suspicious activity should be reported. If this is happening on NHS Wakefield CCG premises it is appropriate to report to your Head of Service. An Incident Reporting Form should be completed electronically
- All incidents of crime should be reported, both to the police and to the Finance Team
- All property belonging to NHS Wakefield CCG should be clearly marked/labelled
- Missing items should be reported to management
- Personal valuables should be placed out of sight and secure and should never be left unattended
- Offices and other rooms should always be left secure. Ground floor windows and blinds should be closed

6.7.4 Assets

The organisation is committed to ensuring the security of all the assets of the organisation including land, buildings, plant and equipment. It is essential that the maximum amount of equipment is available for use at all times and therefore all personnel have a responsibility for ensuring that the organisation's items that they use during the course of their work are kept safe and secure and are protected from the possibility of theft.

6.7.5 Security of Cash

Cash from all sources throughout the organisation should be held in a secure place and should be deposited with the Finance Department.

Petty cash must also be held in a secure place and records must be kept to demonstrate that any use of petty cash conforms to the organisation's financial guidance and procedures.

Cash should, wherever possible, be stored in a safe. A safe is available in the Finance office.

The use of the safe is governed by the Standing Financial Instructions (Section entitled Security of Cash and Cheques) and the Procedure for Petty Cash.

The Headquarters Services Manager should be consulted to advice on how best to protect high-risk and vulnerable areas, such as finance offices, which hold, cash and other valuables from both opportunist and targeted crime.

6.7.6 Prevention of Fraud

The organisation has an agreed Anti-Fraud, Bribery and Corruption Policy and all staff have a responsibility to abide by its requirements. The Local Counter Fraud Specialist should be consulted as soon as practicable for advice on any matter involving fraud against staff or the organisation.

6.7.7 Personal Property

Whilst NHS Wakefield CCG does not take responsibility for the security of the personal property of staff, patients, visitors or contractors reasonable steps will be taken to ensure that systems and processes are in place to help individuals to take responsibility for their own possessions.

Staff are advised that valuables and other personal property with high sentimental value are not brought to work.

In special cases, suitable arrangements will be put in place for taking personal property into the organisation's care and for keeping it safe.

6.7.8 ID Cards

All staff must wear their issued ID cards whilst on NHS Wakefield CCG's business. Lost or stolen ID badges must be reported using the electronic incident reporting process as soon as possible. Lost or stolen ID badges/fobs must be reported immediately to the Headquarters Services Team for deactivation.

Visitors and contractors must report to the appropriate reception area and collect a visitors/contractors badge to be identifiable on the premises. For health and safety purposes, this should be supported by a signing-in and signing-out register.

Staff are advised to challenge any unknown individual, who are present within the work place without the appropriate identification, and to report suspicious behaviour if this is safe to do so. If not this should immediately be reported to the Headquarters Services Manager.

Identity badges and passes must be recovered by line managers on the termination or suspension of employment or contract and any records updated accordingly. If the system is linked to access controls, these should be reviewed and amended as soon as possible and reported by line managers to the Headquarters Services Manager.

7. Public Sector Equality Duty

NHS Wakefield CCG aims to design and implement services, policies and measures, including Health & Safety measures that meet the diverse needs of its service, population and workforce, ensuring that none are placed at a disadvantage over others.

8. Consultation

The Policy has been developed and reviewed by the Headquarters Services Manager in consultation with the SWYPFT Health and Safety Advisor.

9. Training

In line with Health and Safety at Work Act etc. 1974, NHS Wakefield CCG will provide health and safety training to all staff, via South West Yorkshire Partnership NHS Trust ensuring that staff are aware of their responsibilities for the provision and maintenance of a safe and healthy environment for staff, patients and visitors. This will enable employees to work safely and understand their obligations under the Act and associated legislation, including the Corporate Manslaughter and Corporate Homicide Act 2007.

10. Monitoring Compliance with Health & Safety

Performance Indicators will include:-

- Risk assessments; and
- Evidence of risk mitigation.

11. Review

This policy will be reviewed three years from the date of approval or sooner by the Headquarters Services Manager and SWYPFT if there is a requirement to meet legal, statutory or good practice standards.

12. Dissemination

This policy will, following ratification by the Integrated Governance Committee, be disseminated to staff via the CCG's intranet Skyline.

This Health and Safety policy will be reviewed on a biennial basis or when procedural, legislative or best practice changes.

13. Associated Documentation

The Health and Safety Policy should be read in conjunction with NHS Wakefield CCG's other related policies dealing with Health and Safety and security issues.

- Integrated Risk Management Framework
- Incident reporting policy
- Dignity at work policy
- Fire safety policy
- Lone worker policy
- Anti-fraud, bribery and corruption policy
- Display screen equipment policy
- Information governance policy
- Whistle blowing policy
- Alcohol, drug/substance misuse and smoke free policy

- Hours of work policy
- Management of stress policy
- Postal procedure
- Special leave policy
- Security Management policy

14. References

- Control of Substances Hazardous to Health (COSHH) 2002 {As amended}
- HSG65
- Reporting of Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Health and Safety (Consultation with Employees) Regulations 1996.
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work (Amendment) Regulations 2006
- The Management of Health and Safety at Work Regulations 1999.
- The Safety Representatives and Safety Committees Regulations 1977.
- The Workplace (Health, Safety and Welfare) Regulations 1992

15. Appendices

Appendix A

Equality Impact Assessment

Title of policy		Health & Safety	
Names and roles of people completing the assessment		Roland Webb, Health and Safety Adviser. Sus Allan-Kirk, Health and Safety Manager.	
Date assessment started/completed		1 November 2017	3 November 2017
1. Outline			
Give a brief summary of the policy		NHS Wakefield CCG acknowledges a duty of care to the health, safety and welfare of its staff, its patients and visitors, including carers and external contractors.	
What outcomes do you want to achieve		Consistent approach to the management of health and safety within NHS Wakefield CCG. The policy applies to all NHS	
2. Analysis of impact			
This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations			
	Are there any likely impacts? Are any groups going to be affected differently? Please describe.	Are these negative or positive?	What action will be taken to address any negative impacts or enhance positive ones?
Age	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Carers	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Disability	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Sex	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Race	No issues identified, policy	Not	Not Applicable

	complies with the Health and Safety at Work Act 1974	Applicable	
Religion or belief	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Sexual orientation	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Gender reassignment	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Pregnancy and maternity	A maternity risk assessment in place	Not Applicable	Not Applicable
Marriage and civil partnership	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
Other relevant group	No issues identified, policy complies with the Health and Safety at Work Act 1974	Not Applicable	Not Applicable
If any negative/positive impacts were identified are they valid, legal and/or justifiable? Please detail.		None	
4. Monitoring, Review and Publication			
How will you review/monitor the impact and effectiveness of your actions		<p>Acting/Reviewing; on all health & safety matters is a firm CCG commitment in order to learn from accidents and incidents, ill health reports, errors and relevant experience</p> <p>will be taken into account, including incidents from external sources, where necessary existing plans, policy/procedural documents and risk assessments will be reviewed to see if these need amendments.</p> <p>Action will be taken on lessons learned, from audits, inspections and visits to services and teams by SWYPFT and the Headquarters Services Manager</p>	

	Complaints		
Lead Officer: Sue Allan-Kirk		Review date:	November 2018
5. Sign off			
Lead Officer: Sue Allan-Kirk			
Director: Ruth Unwin		Date approved:	November 2018