



**Corporate Policy**

# **Health and Safety Policy**

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## Document Control Sheet

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<i>This document is to be read in conjunction with the following documents: HR Policies and Procedures</i>			

## Version Control

Version	Date	Brief description of change
V1	Oct 14	Final Draft (to Committees for Approval)

*PLEASE NOTE: the formally approved copy of this document is held on North, Central and South CCG's website. Printed copies or electronic saved copies must be checked to ensure they match the current online version.*

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1.0	Policy Statement
1.1	<p>North, Central and South Manchester Clinical Commissioning Groups (hereafter referred to as the CCG or organisation) are each required to have a nationally approved constitution as stipulated by 'The National Health Service under the Health and Social Care Act (2012)'. This outlines the fundamental principles which govern how the CCG operates and constitutes the recognised framework by which the CCG is held accountable.</p> <p>In support of its duties under its Constitution, the CCG is required to develop a set of documents setting out the rules and procedures which guide its decisions and must ensure documented evidence of outcomes is maintained.</p> <p>These documents must consider the relative merits of a number of factors to ensure that the organisation has clearly defined systems and processes in place. This is so that it is capable of making subjective or objective decisions which are often open to legal, patient or public scrutiny.</p>
2.0	Introduction
2.1	<p>The CCG fully accepts its responsibilities as an employer to provide a safe and healthy workplace and a wider working environment for all its employees. It will provide any necessary resources, information, supervision and training for them to carry out their duties in a safe manner. It is similarly committed to safeguarding the health and safety of visitors, contractors and any others who may be affected by its undertaking.</p> <p>The organisation will meet its responsibilities, paying particular attention to:-</p> <ul style="list-style-type: none"><li>• Safe work equipment;</li><li>• Safe systems of work;</li><li>• Safe arrangements for the use, handling and storage of heavy items</li><li>• Information, instruction, training and supervision to enable all employees to avoid hazards and incidents;</li><li>• Adequate facilities and arrangements for employees' welfare.</li></ul> <p>The CCG and its management will carry out such assessments as necessary for the identification of hazards and control of risks. These will be done on a continuous basis throughout the year.</p>
3.0	Purpose
3.1	<p>Health and Safety requirements and responsibilities are set out in this policy in line with good practice. Responsibility for ensuring that requirements of the policy are adhered to ultimately rests with the organisation.</p> <p>All employees are expected to behave responsibly and take reasonable care for their own (and their colleagues) health and safety at work. Staff will be expected to co-operate with management to create a safe and healthy working environment.</p>

	<p>The Policy (and associated documents) can be located on the CCG's website. New employees will receive information on how to access a copy as part of their local Induction.</p>
4.0	<b>Responsibilities</b>
4.1	<b><i>Governing Body and Board Members</i></b> <p>The Governing Body will support the Chair and Accountable Officer in the formulation, implementation, monitoring and review of organisations Health and Safety Policy and associated procedures. Key activities will include ensuring that:</p> <ul style="list-style-type: none"><li>▪ all staff and teams are aware of their health and safety functions and responsibilities;</li><li>▪ all staff and teams operate within the legal requirements and in accordance with the requirements of the organisations policy;</li><li>▪ all staff and teams have adequate resources available to allow effective control over health, safety and welfare issues.</li></ul>
4.2	<b><i>Governance Committee</i></b> <p>The practical application of this policy will be kept under review by the Governance Committee as a delegated committee of the Board. The Governance Committee will establish, as required, any sub-groups which are needed to progress key areas of health and safety work.</p> <p>The committee will be kept up to date with CCG health and safety issues via the Corporate Governance team update, with additional reports provided when required.</p>
4.3	<b><i>Senior and Line Managers</i></b> <p>Senior managers responsibilities are:-</p> <ul style="list-style-type: none"><li>▪ to assist the Governing Body in the fulfilment of their health and safety responsibilities;</li><li>▪ to fully familiarise themselves and ensure compliance with relevant legal requirements and organisational health and safety policy;</li><li>▪ to arrange for suitable and sufficient assessment of risks to the health and safety of all employees to which they are exposed whilst they are at work;</li><li>▪ to ensure that safe systems of work are devised and implemented for all activities involving significant risks;</li><li>▪ to ensure that all staff are adequately trained and fully aware of hazards in appropriate locations or activities;</li><li>▪ to investigate promptly and fully, all accidents involving staff under their control, to discover their cause and eliminate/reduce/control them; and to ensure the completion of the required accident/incident report forms.</li></ul>

#### 4.4 **All Staff**

All employees have responsibilities under health and safety legislation. In particular, it is the duty of all employees while at work:-

- to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions;
- to cooperate with their employer, or any other person to enable duties or requirements made under statutory provision to be performed or complied with;
- to report any hazard or unsafe working practice and to take appropriate action to make safe if possible;
- to report any accident, incident or near miss at work, in which they are involved to their immediate supervisor or manager; and to complete an incident form;
- to declare any medical condition or disability that is likely to involve risk to themselves or others when carrying out their tasks.

#### 5.0 Definitions of Terms Used

5.1 **Competent Person** – An individual who has the necessary skills, knowledge and experience to manage health and safety. This role is defined by the Management of Health and Safety at Work Regulations 1999.

**Risk** – The possibility of a hazard arising or an incident occurring that would have an adverse impact on individuals or organisations. Risk is measured in terms of likelihood and consequences.

**Risk assessment** – A systematic review of potential risks that could arise from a situation or course of action, and of whether sufficient measures have been taken to mitigate those risks.

**Hazard** – A situation which could potentially cause harm or damage to people or property.

**Incident** – An event arising from or during CCG business which leads to unintentional harm, loss or damage.

**Serious Incident** – An incident which involves serious/lasting injury or death to a member of staff, a patient or a member of the public, or which leads to a major disruption in service provision or reputational damage to the CCG or a provider.

#### 6.0 Health and Safety (Workplace Risk)

##### 6.1 **Risk Assessments**

The Corporate Governance Team will conduct Health and Safety Risk Assessments for all staff as part of their local induction or when there is a significant change in an individuals working environment. Risks identified will

be managed by the line manager with advice from the assessor. The risk assessments will help staff and line managers to identify and manage health and safety hazards/risks.

## 6.2 ***Identify Hazards***

First you need to work out how people could be harmed. When you work in a place everyday it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your workplace and look at what could reasonably be expected to cause harm.
- Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you. For information on how you can do this please visit our worker involvement pages.
- If you are a member of a trade association, contact them. Many produce very helpful guidance.
- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

## 6.3 ***Evaluate and Manage the Risks***

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

First, look at what you are already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- Try a less risky option (e.g. switch to using a less hazardous chemical);
- Prevent access to the hazard (e.g. by guarding);
- Organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- Issue personal protective equipment (e.g. clothing, footwear, goggles)

	<ul style="list-style-type: none"> <li>etc);</li> <li>• Provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).</li> </ul> <p>Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.</p> <p>Involve staff, so that you can be sure that what you propose to do will work in practice and will not introduce any new hazards.</p>
6.4	<p><b><i>Review and Update</i></b></p> <p>Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense therefore, to review what you are doing on an ongoing basis.</p> <p>Look at your risk assessment and think about whether there have been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.</p> <p>When you are running a business it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it is too late. During the year, if there is a significant change, don't wait: check your risk assessment and where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.</p>
7.0	<p><b>Display Screen Equipment</b></p>
7.1	<p><b><i>Display Screen Equipment Assessments</i></b></p> <p>The CCG acknowledges that there are risks associated with the use of display screen equipment and as a result will ensure that all risks are eliminated, reduced or controlled “so far as is reasonably practicable”.</p> <p>Any associated risks are managed and controlled by the line manager following the completion of the Display Screen Equipment (DSE) assessment proforma.</p> <p>DSE assessments take into consideration the workstation (equipment, furniture, software and environment), the individual's needs including stature and any disabilities. Organisational factors including workload pattern, breaks, training and information.</p>
7.2	<p><b><i>Managers' Responsibilities</i></b></p> <p>The CCG is able to delegate duties for managing the implementation of</p>

	<p>Display Screen Equipment Regulations 1992 to Heads of Service, Line Managers, and Supervisors who will be responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that a written DSE Assessment of each workstation is completed correctly.</li> <li>• To regularly monitor that written DSE Assessments are being undertaken by staff.</li> <li>• Where health and safety issues have been highlighted in the DSE Assessment, managers' are to ensure that appropriate remedial action is taken to reduce any identified risks.</li> <li>• In circumstances where an injury/ill health associated with DSE equipment use is identified, managers are to ensure that an incident report is completed on Datix.</li> </ul>
7.3	<p><b><i>Employees' Responsibilities</i></b></p> <p>As an identified DSE User, individual employees are responsible for:</p> <ul style="list-style-type: none"> <li>• Completing the DSE Assessment.</li> <li>• Providing a copy of the DSE Assessment to their Line Manager.</li> <li>• Working with their Line Manager to plan work ensuring changes in activity within the working day to prevent intensive periods of on-screen activity.</li> <li>• Using any corrective appliance required through the DSE Assessment.</li> <li>• Employees must inform the Manager immediately if they experience any problems or ill health associated with DSE use.</li> </ul>
8.0	Fire
8.1	<p><b><i>Fire Prevention</i></b></p> <p>The CCG is committed to implementing measures to prevent the outbreak of fires. Action which the organisation will take in this respect includes :-</p> <ul style="list-style-type: none"> <li>• Enhancing staff awareness of fire risks as part of fire safety training.</li> <li>• Programmes of inspection, preventative maintenance, testing and improvement to reduce the likelihood of electrical fire.</li> <li>• Provision of adequate storage facilities to prevent the accumulation of stores/waste.</li> <li>• Promotion of staff awareness and the improvement of security standards to limit the potential for arson.</li> <li>• Compliance with the CCG's policy on smoking in the workplace.</li> <li>• Follow good practice in the safe operation of electrical equipment.</li> <li>• Report promptly any matter which might adversely affect fire safety.</li> </ul>
8.2	<p><b><i>Fire Training</i></b></p> <p>Fire training forms part of the mandatory training programme for all staff and must be updated yearly. Staff compliance is compulsory and Line Managers are responsible for ensuring that members of staff keep their training up-to-</p>

	<p>date.</p> <p>The fire training programme is designed to ensure that staff have an understanding of: the nature of fire hazards, the available fire prevention methods and the action to be taken in the event of a fire.</p>
8.3	<p><b><i>Fire Procedures</i></b></p> <p>In the event of a fire in a property owned or occupied by the CCG all staff and visitors will be expected to evacuate the premises in accordance with the fire routine for the building, assembling in the designated assembly area to be accounted for.</p> <p>Under no circumstances is it permissible for staff to re-enter the building until permission is given by the Fire Warden in charge. Any member of staff who disregards this instruction will be liable to disciplinary procedures.</p>
8.4	<p><b><i>Incident Reporting</i></b></p> <p>In the event of a fire occurring the Corporate Governance Manager shall ensure that the following reports are made.</p> <p>Fire incidents resulting in death or injury must be reported to:</p> <ul style="list-style-type: none"> <li>• The Health and Safety Executive (under the R.I.D.D.O.R. Regulations 1985) within 24 hours by telephone and within 7 working days by report.</li> <li>• The Department of Health within 24 hours by telephone.</li> </ul> <p>Fire incidents to which the fire brigade are called must be reported to:</p> <ul style="list-style-type: none"> <li>• The Department of Health within 48 hours by telephone and confirmation in writing.</li> </ul> <p>All other fire incidents must be reported:</p> <ul style="list-style-type: none"> <li>• On Datix (as per the organisations incident reporting policy).</li> </ul>
9.0	<b>Manual Handling</b>
9.1	<p>The CCG recognises that their staff can be at risk of musculoskeletal injury incurred by manual handling operations and understands its obligation to provide training to staff to mitigate this risk. This is provided in accordance with relevant legislation, in particular:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Act (1974)</li> <li>• Management of Health and Safety at Work Regulations (1998)</li> <li>• Manual Handling Operations Regulations (1992)</li> <li>• Lifting Operations and Lifting Equipment Regulations (1998).</li> </ul>

	<p>Although an organisation wide approach has been established, detailed arrangements for controlling manual handling risks lie with teams and line managers.</p>
9.2	<p><b><i>Manual Handling Training</i></b></p> <p>The most efficient way of reducing the risk of musculo-skeletal injury is by implementing measures which reduce:</p> <ul style="list-style-type: none"> <li>• The amount of manual handling performed;</li> <li>• The risk factors in the remaining manual handling tasks.</li> </ul> <p>The CCGs will provide on-line and direct training which teaches the principles related to:</p> <ul style="list-style-type: none"> <li>• Legislation;</li> <li>• Risk assessment;</li> <li>• Musculo-skeletal care;</li> <li>• Fitness;</li> <li>• Safe manual handling, manoeuvres and efficient movement;</li> <li>• Controversial manoeuvres;</li> <li>• Using manual handling equipment;</li> <li>• The practical application of these principles.</li> </ul> <p>All staff will receive Manual Handling training as part of their mandatory training programme.</p>
9.3	<p><b><i>Risk Assessments</i></b></p> <p>To reduce the risk of unnecessary manual handling accidents staff must ensure that they consider the guidance outlined in Appendix C before attempting to move or lift office equipment that would usually be outside the normal working routine of the employee or any item of equipment that the staff member feels may pose a risk to them.</p> <p>Staff are advised to take a risk averse approach to manual handling and complete a risk assessment before the majority of moving and handling activities.</p>
10.0	<p><b>First Aid</b></p>
10.1	<p><b><i>Process and Procedure</i></b></p> <p>Managers are responsible for ensuring arrangements are in place to inform their employees of first aid arrangements. Notices telling staff who and where the first aiders or appointed persons are and where the first aid box is will be displayed in a prominent location at each work site and be compliant with Health and Safety (Safety Signs and Signals) Regulations 1996. Any first aid treatment or assistance provided must be recorded on the CCG Datix incident reporting system.</p>

## 10.2 **First Aid Arrangements**

A risk assessment, drawn from HSE Guidance, of the first aid requirements for a work site must be undertaken by a Senior Manager at each site. This will consider working practices and staff numbers to ensure that first aid personnel are available.

## 10.3 **First Aiders and Appointed Persons**

The number of first aiders/emergency first aiders needed for each area will depend on the circumstances of the work site. After working through the risk assessment managers should refer to guidance below:

Category of risk	Numbers employed at any location	Suggested number of first aid personnel
<b>Lower risk</b> e.g. shops and offices, libraries etc	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
<b>Medium risk</b> e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
<b>Higher risk</b> e.g. high risk clinical areas, most construction work etc	Fewer than 5 5 – 50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed

The CCG will ensure sufficient information, instruction, training and supervision is provided to ensure that statutory requirements are met for all first aiders.

## 10.4 **First Aid Box**

A first aid box will be made available for each work site. Where there is no special risk in the workplace, a minimum stock of first aid items should be kept:

- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized individually wrapped sterile un-medicated wound dressings;
- Two large sterile individually wrapped un-medicated wound dressings;
- One pair of disposable gloves.

## 11.0 Lone Worker

11.1 Lone working environments present unique health and safety challenges. Although there is no specific legal guidance on working alone, under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999, the CCG must put in place systems to control the health and

	safety of lone workers.
11.2	Full details of the CCG operational arrangements for lone workers are outlined in the organisational Lone Working Policy.
12.0	<b>Travelling for Work</b>
12.1	<p><b><i>The Vehicle</i></b></p> <p>If using a car for work the driver must ensure the vehicle is suitable for the journey. The vehicle should be kept in good working order, have a valid road tax disc, a service history and where appropriate a valid MOT certificate (if the vehicle is over three years old). The CCG takes no responsibility for the condition and maintenance of personal vehicles being used for work purposes.</p>
12.2	<p><b><i>The Journey</i></b></p> <p>Staff should plan their journey using the shortest but safest route possible and should carry an up-to-date map or directions. The driver should allow adequate time to get to appointments and never exceed speed limits. Employees should consider emergency situations, such as carrying a first aid kit, mobile phone, torch and membership to a vehicle breakdown organisation. Where possible vehicle sharing should be considered.</p>
12.3	<p><b><i>Weather Conditions</i></b></p> <p>All drivers should assess existing and forecasted weather conditions before beginning a journey. If seriously adverse weather conditions are expected, drivers should not attempt to drive unless their journey is essential. If driving in adverse weather conditions is unavoidable the driver should adjust their driving to suit the conditions. Further advice on driving in adverse weather conditions can be found in the Highway Code.</p>
12.4	<p><b><i>Personal And Vehicle Security</i></b></p> <p>The personal safety of the driver, staff passenger(s) and the security of the vehicle should also be considered when evaluating the risks of work-related vehicle use. Drivers are advised to routinely keep doors locked and not to leave items of actual or perceived value on show in the vehicle. In the event of any potentially aggressive behaviour by persons outside of the vehicle the driver must remain in the car with the doors locked and request assistance. Drivers travelling alone should also be aware of the CCGs lone worker procedures.</p>
12.5	<p><b><i>Mobile Phones</i></b></p> <p>It is illegal to use a hand-held mobile phone when driving, even when stationary at traffic lights or in a queue of traffic. Staff are not expected to use their mobile phones whilst driving and should not attempt to operate them in any way. The CCG also discourages the use of “hands free” phones as they</p>

	are likely to cause distraction from driving. An employee receiving a call should obey the law and pull over at the nearest point at which it is safe to do so and switch off the engine before answering the call. It is recommended that the driver of the vehicle turn off their mobile phone before beginning their journey and divert any incoming calls to the voicemail facility.
12.6	<b><i>Motorcycle Users and Cyclists</i></b>  Many of the safety issues raised above are equally relevant to these forms of transport. It is essential that risk assessments reflect the additional risks of using a motorbike or cycling and adequate controls are introduced (such as planning of safe cycle routes). Motorcycle riders must wear legally-required personal protective equipment. Bicycle users should wear safety helmets, cycle lights where appropriate and high visibility/light reflective clothing or sashes.
12.7	<b><i>Breakdowns</i></b>  It is recommended that drivers who use their vehicle in the course of their duties are members of a breakdown organisation. Following a breakdown staff should inform their Line Manager at the earliest opportunity.
12.8	<b><i>Checklist</i></b>  All staff must consider the driving for work guidance (Appendix B) and discuss any areas of concern with their line manager before a vehicle can be used for work purposes.
13.0	<b>Management of Contractors</b>
13.1	Contractors working directly for the CCG (i.e. not those paid for and recruited by NHS Property Services on the CCGs behalf) must have the appropriate health and safety procedures in place for the duration of their contract with the CCG.  Please contact the Corporate Services Team before a contractor starts for advice on managing contractor health and safety requirements.
14.0	<b>Process for Approval &amp; Ratification</b>
14.1	The Policy will be approved and ratified by the Governance Committee.
15.0	<b>Dissemination, Training &amp; Advice</b>
15.1	The policy will be disseminated to staff via Manchester Matters and be available on the staff intranet and public website.
15.2	All employees will receive appropriate health and safety induction and mandatory training.

16.0	Review, Monitoring and Compliance
16.1	This policy will be reviewed every two years or when significant changes occur to the organisation or to legislation.
16.2	Compliance Requirements <ul style="list-style-type: none"><li>• Health and Safety at Work etc Act 1974</li><li>• The Management of Health and Safety at Work Regulations 1999.</li></ul>
17.0	References
17.1	Legislation <ul style="list-style-type: none"><li>• Health and Safety at Work etc Act 1974</li><li>• The Management of Health and Safety at Work Regulations 1999.</li></ul>
17.2	Supporting Documentation  Key Health and Safety Policies and Associated Procedures <ul style="list-style-type: none"><li>• Incident Reporting Policy and Procedure</li><li>• Risk Management Framework.</li></ul>

## Appendix A – Equality Impact Analysis

### GMCSU Equality Analysis Form

The following questions will document the effect of your activity on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty. The Equality Analysis (EA) guidance should be used read before completing this form.

To be completed at the earliest stages of the activity and before any decision making and returned via email to GMCSU Equality Diversity Human Rights Team for Quality Assurance:

**Samina Arfan:** samina.arfan@nhs.net  
**Julia Allen:** juliaallen@nhs.net

**Andrew McCorkle:** andrew.mccorkle@nhs.net  
**Rosie Kingham:** rosie.kingham@nhs.net

<b>1</b>	Name & role of person completing the EA:	David Smith
<b>2</b>	Service/ Corporate Area	Corporate Governance
<b>3</b>	Head of Service or Director (as appropriate):	Nick Gomm
<b>4</b>	Who is the EA for? Select from the drop down box.	Manchester CCGs
<b>4.1</b>	Name of Other organisation if appropriate	
<b>5</b>	What is being proposed? Please give a brief description of the activity.	A Health and Safety Policy for the 3 Manchester CCGs.
<b>6</b>	Why is it needed? Please give a brief description of the activity.	To share and collate the arrangements for the health and safety of staff and visitors.
<b>7</b>	What are the intended outcomes of the activity?	An approved Health and Safety Policy to provide a basis for the processes which need to be put into place.
<b>8</b>	Date of completion of analysis (and date of implementation if different). Please explain any difference	Whilst policy in development
<b>9</b>	Who does it affect? Select from the drop down box. If more than one group is affected, use the drop down box more than once.	All CCG staff (and any visitors to buildings where CCG staff are based).

### Establishing Relevance to Equality & Human Rights

**10** What is the relevance of the activity to the Public Sector Equality Duty? Select from the drop down box and provide a reason.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for Relevance
To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by Equality Act 2010	Yes	Processes to be put in place to support and ensure the H&S of all staff.
To advance equality of opportunity between people who share a protected characteristic and those who do not.	No	
To foster good relations between people who share a protected characteristic and those who do not	No	

**10.1** Use the drop down box and advise whether the activity has a positive or negative effect on any of the groups of people with protected equality characteristics and on Human Right

Protected Equality Characteristic	Positive (Yes/No)	Negative (Yes/No)	Explanation

	Age	No	No	
	Disability	No	No	
	Gender	No	No	
	Pregnancy or maternity	No	No	
	Race	No	No	
	Religion and belief	No	No	
	Sexual Orientation	No	No	
	Other vulnerable group	No	No	
	Marriage or Civil Partnership	No	No	
	Gender Reassignment	No	No	
	Human Rights	No	No	
If you have answered No to all the questions above and in question 10, explain below why you feel your activity has no relevance to Equality and Human Rights.				
<b>Policy for all staff.</b>				
<b>11</b>	Details of Equality Information or Engagement with protected groups	Internet link if published & date last published		
	Discussed/reviewed at Governance committees.			
<b>11.1</b>	<b>Are there any information gaps, and if so how do you plan to address them</b>	No		
<b>Section 5: Outcomes of Equality Analysis</b>				
<b>12</b>	<b>Complete the questions below to conclude the EA.</b>			
	What will the likely overall effect of your activity be on equality?	None		
	What recommendations are in place to mitigate any negative effects identified in 10.1?	None		
	What opportunities have been identified for the activity to add value by advancing equality and/or foster good relations?	None		
	What steps are to be taken now in relation to the implementation of the activity?	Policy to be added to the website. Policy shared with staff.		
<b>13</b>	If it is intended to proceed with the activity, please detail what monitoring arrangements (if appropriate) will be in place to monitor ongoing effects? Also state when the activity will be reviewed.			
	Reviews/amendments will take place if there are any changes in the organisation or related to legislation or a review will take place in two years.			

## Appendix B – Health and Safety Statement

*North, Central and South Manchester  
Clinical Commissioning Groups*



### Health and Safety Statement

The Manchester CCGs through the Chairs, Chief Officers, CCG Boards and Senior Managers recognises and fully accepts their responsibilities as employers to provide a safe and healthy workplace and wider working environment for all its employees and to provide any necessary resources, information, supervision and training for them to carry out their duties in a safe manner. They are similarly committed to safeguarding the health and safety of other tenants, visitors, contractors and any others who may be affected by their undertakings. These objectives are a management responsibility equal to that of any other management function.

The Manchester CCGs will meet their responsibilities, paying particular attention to:-

- Safe premises and equipment;
- Safe systems of work;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision to enable all employees to avoid hazards;
- Adequate facilities and arrangements for employees welfare;
- Delegated Committee for Health and Safety (Governance Committee).

The Manchester CCGs and its management will carry out such assessments as necessary for the identification of hazards and control of risks. These will be done on a continuous basis throughout the year.

All employees are expected to behave responsibly and take reasonable care for their own (and their colleagues) health and safety at work. Staff will be expected to co-operate with management to create a safe and healthy working environment. Any Health and Safety issues should be reported to your Line Manager who will liaise with the Corporate Governance Team.

Health and Safety requirements and responsibilities are set out in the Health and Safety Policy. Responsibility for ensuring that requirements of the Policy are adhered to ultimately rests with the Manchester CCGs. The Policy will be reviewed regularly (and as necessary) by the CCGs.

The Policy (and associated documents) are located on the CCGs' websites. New employees will receive information on how to access a copy as part of their induction.

Signed:

Date:

## Appendix C – Driving for Work Guidance

All drivers should complete the following checks as part of a risk assessment before beginning any journey.

### THE DRIVER

- Do you have the appropriate, valid licence and insurance for the vehicle being driven?
- Are you fit to drive?
- Do you know what to do in an emergency situation?

### THE VEHICLE

- Is the vehicle suitable for the intended use?
- Is the vehicle in a roadworthy condition? Check the following: Tyres, lights, windscreen wipers, wiper water levels, windows, seats and seatbelts.
- Is the driver familiar with the controls of the vehicle?
- Does the vehicle have emergency equipment (e.g. warning triangle?)

### THE JOURNEY

- Is the journey necessary to complete the task?
- Has a safe journey plan been considered?
- Has sufficient time been allowed for the journey considering all foreseeable factors?
- Is the driver aware of any adverse weather forecasts/conditions and the precautions that should be taken?

### THE TASK

- Where appropriate, have the risks to staff passengers been considered and appropriate controls introduced?

### PERSONAL AND VEHICLE SECURITY

- Has the driver informed others of the journey and route?
- Is the driver carrying a mobile phone and personal alarm?
- Are all vehicle security features in working order (e.g. door locks, alarms, etc)?

## Appendix D – Manual Handling Guidance

### **Questions on the task**

- Is the route as short as possible?
- Is the task known to be demanding for employees?
- Is the route clear of obstacles?
- Does the task involve negotiating kerbs, steps or slopes?
- Are there maintenance procedures in place?
- Does the task need a lot of effort to get the load moving and kept moving?
- Are there sudden movements to start or stop the load?
- Are there any one handed operations?
- Is there movement at high speed or over long distances?
- Is there repetitive pushing/pulling?

### **Questions on the load**

- How heavy is the laden trolley and how much force is exerted?
- Is the load stable and secure?
- Is the load too bulky for the route or trolley?
- Can you see over the load?
- Are there good handholds?

### **Questions on the environment**

- Does the task take place in a very hot or cold environment? (Repetitive pushing and pulling activities within hot and humid temperatures can lead to the early onset of fatigue).
- Does the task take place in windy locations where the load may become unstable?
- Is the lighting adequate – not too dim and not too bright?
- Are there constraints on body posture/positioning?
- Are there confined spaces/narrow doorways?
- Are there surfaces or edges to cause cuts/abrasions/burns to hands or body?
- Any rutted/damaged/slippery floors?
- Any trapping or tripping hazards?

### **Questions on individual capabilities**

- Do you have a musculoskeletal injury (ache or pain), which might be aggravated?
- Do you have any loose clothing that may get entangled in the device?
- Do you adopt the correct upright posture for the operation?
- Does the task require unusual capabilities?
- Does it cause a hazard to those with a health problem or those who are pregnant?
- Is there a need for special information/training?

### **Questions on the equipment**

- Is your device fit for purpose – is the device the correct type for the operation?
- Is it well maintained and do the wheels and castors rotate freely?
- Is the handle height on your device between your waist and your shoulder height?
- Are there any brakes? If so, are they effective?
- Are the handle grips in good order and comfortable?
- Is movement or posture hindered by clothing or personal protective equipment?
- Is there an absence of the correct/suitable PPE being worn?
- If on wheels/castors – are they:
  - suitable for the type of load?
  - suitable for the floor surface/work environment?
  - difficult to steer?
  - easily damaged or defective?

- without brakes or difficult to stop?
- with brakes, but the brakes are poor/ineffective?

***Questions on work organisation and psychosocial factors***

- Has there been a lack of consideration given to the planning and scheduling of tasks/rest breaks?
- Has there been poor communication between management and employees (e.g. involvement in risk assessments or when purchasing equipment)?
- Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?
- Has there been sufficient training and information in order to carry out the task successfully?

## Appendix E – Workplace Risk Assessment Form

North, Central and South Manchester  
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### Work Place Risk Assessment

Staff Name: \_\_\_\_\_ Name of Assessor: \_\_\_\_\_

#### General Workplace Hazards

	Yes	No	If 'no' what immediate action, if any, can be taken to remove the risk
Are all work areas clean and orderly?			
Are all work areas adequately illuminated?			
Is electrical equipment in a safe condition?			
Are the power points and sockets mounted securely with no loose wires, damaged fittings or signs of overheating?			

#### Manual Handling/Incident Reporting

	Yes	No	If 'no' what immediate action, if any, can be taken to remove the risk
Does your role involve any manual handling?			
Have you completed your Moving and Handling E-learning?			
Are you aware of how to assess and complete a manual handling task appropriately?			
Are you aware of the Incident Reporting Procedure?			

#### Display Screen Equipment Hazards

<b>Can you:</b>	Yes	No	If 'no' what immediate action, if any, can be taken to remove the risk
Adjust your chair (height, tilt and backrest) and sit comfortably?			
Adjust your monitor (tilt, swivel, brightness, etc.)?			
Adjust your keyboard (tilt and space)?			
Adjust other equipment to a comfortable viewing position (i.e. other monitors/document holders)?			
Place your feet firmly on the floor?			
Situate equipment to avoid direct/reflected glare?			
Support your hands and forearms on the desk area?			
Move your legs freely with appropriate legroom?			
Is there appropriate lighting?			
Do you know who to contact about workstation problems?			
Do you know who to contact if you require an eyesight test?			

Are there any other issues to consider (additional equipment required)?			
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**Driving for Work**

It is the responsibility of the driver to ensure that they are fit to drive and have the appropriate documentation, by signing this Risk Assessment staff are confirming that they have these items and complete these checks. Staff should always plan their route taking into consideration factors such as the weather and should ensure colleagues are aware of their plans for the day. The CCG is not responsible for the upkeep and maintenance of any vehicle used for CCG business.

Do you drive for work: Yes  No

Do you have a:	Yes	No	If 'no' what immediate action, if any, can be taken to remove the risk
• Valid Driving License for the class of vehicle that you use?			
• Valid Insurance including for Business Use?			
Is the vehicle in a roadworthy condition and regularly maintained?			
Are you aware of what to do in an emergency?			
Do you have contact details for your colleagues/manager if required?			

**Any other information**

**Actions**

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**Staff Signature:** \_\_\_\_\_

**Line Manager (Print Name):** \_\_\_\_\_

**Line Manager Signature:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

## Appendix F – Generic Risk Assessment Form

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Clinical Commissioning Groups



# Risk Assessment Form

Location: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Assessment Completed By: \_\_\_\_\_

Review Date: \_\_\_\_\_

### Checklist

When undertaking a risk assessment the categories listed below should be reviewed and considered:

Slips/Trips hazards		Storage	
Fall hazards		First Aid	
Electrical Equipment		Lighting	
Electrical Fittings (plug sockets etc.)		Welfare Facilities	
Work Equipment		Noise	
Fire		Temperature/Ventilation	
Hazardous Substances		Entrance/Exit to the area	

<b>HAZARDS</b> (see checklist above)	<b>PERSONS AT RISK</b> (i.e. Staff, contractors, visitors, any high-risk groups)	<b>EXISTING PROCEDURES</b> (i.e. systems, information, instruction, training - Ensure that these are adequate to control the risk)	<b>ACTIONS - CONTROL RISK</b> (i.e. remove risk, try a less risky option, prevent access to hazard, protective clothing)	<b>Actions to                      be                      reviewed                      by:</b>