

Health and safety policy

Date approved: 14 September 2020

Document control sheet

Title of document: Health and safety policy
Originating directorate: Corporate governance
Originating team: Corporate governance
Document type: Policy
Subject category: Health and safety
Author(s) name: Head of corporate governance
Date ratified: 14 September 2020
Ratified by: Finance senior management team
Review frequency: 3 years (standard, unless otherwise indicated)
To be reviewed by date: 14 September 2023
Target audience: All staff
Can this policy be released under FOI? Yes
Give reasons for exemption if no: N/A

Version control

Version number	Revision date	Revision by	Nature of revisions
V3	Jan 2014	T Ancell	Initial ratification
V1.0	April to July 2019	J James	Re-formatting and re-write of original policy to reflect current roles, responsibilities and structures.
V2	September 2019	J James	Amendments based on feedback from Staff Voice and health and safety sub-committee.
V3	November 2019	J James	Ratification by Workforce committee.
V3.1	September 2020	J James	Addition of paragraph 5.3 (COVID-19), 5.15 and appendix 8: PPE process.

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1. Introduction

Health and safety is about protecting individuals from being hurt or becoming ill as a result of the work they carry out or through interacting with an organisation by, for example, visiting its premises.

NHS Kernow Clinical Commissioning Group (NHS Kernow) is fully committed to managing the health, safety and welfare of all its employees, visitors and contractors whilst on NHS Kernow business or on NHS Kernow premises.

2. Purpose

The aim of this policy is to ensure that health and safety management systems are in place and implemented throughout NHS Kernow.

Implementation of the policy will provide a safe and healthy work environment to meet the requirements of the Health and Safety at Work Act 1974.

3. Definitions

Accident/incident/near miss

Any event that has caused, or had the potential to cause, injury/harm to any person, including members of staff, visitors or contractors, or causes/may cause damage to or loss of NHS Kernow property.

Competent person

Someone who has sufficient training and experience or knowledge to manage health and safety.

Control of Substances Hazardous to Health Regulations 2002

Also known as CoSHH.

Display screen equipment (DSE)

Devices or equipment that have an alphanumeric or graphic display screen, including display screens, laptops, touch screens and other similar devices.

Hazard

A potential source of harm or adverse health effect on a person or persons.

Health and safety risk assessment

A process of identifying and assessing health and safety risks and identifying actions to be taken to reduce the level of risk.

Manual handling

Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Also known as RIDDOR.

Risk

The likelihood and consequences of a person being harmed or suffering adverse health effects if exposed to a hazard.

Risk register

A central repository for all risks identified by the organisation, with each risk graded against a matrix combining likelihood and severity, including mitigation plans, review dates and progressive updates.

So far as is reasonably practicable

The degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obliged to do so unless there is a specific requirement that they do so.

Workstation

The equipment, furniture and local environment that make up the area where work is carried out.

4. Responsibilities

Governing Body

Has overall corporate responsibility for health and safety in NHS Kernow. It receives regular reports from the workforce committee, which include relevant health and safety information.

Workforce committee

Has responsibility to oversee the discharge of statutory functions in relation to health and safety.

Health and safety sub-committee

The health and safety sub-committee discharges NHS Kernow's responsibilities in respect of health and safety. It has responsibility for:

- providing the organisation with an overarching view of health and safety
- providing assurance that related risks are effectively managed on behalf of the organisation
- establishing and maintaining standards of health, safety and welfare in keeping with legal requirements and in accordance with the organisation policy.

Accountable officer

Has overall accountability and responsibility for all health and safety matters within NHS Kernow.

Deputy director of corporate governance

As board secretary has delegated responsibility for the implementation of this policy and ensuring the Governing Body and workforce committee members are kept fully informed on health and safety issues that arise as and when appropriate.

Head of corporate governance

Responsible for general management of health and safety within NHS Kernow, ensuring:

- health and safety is regularly monitored by the relevant committee/subcommittee
- effective implementation of the health and safety policy
- so far as is reasonably practicable, that NHS Kernow complies with relevant health and safety legislation
- provision of advice and guidance to NHS Kernow staff on health and safety matters (acting as the competent person)
- provision of health and safety reports to the workforce committee
- the effectiveness of the health and safety policy is monitored
- an effective system is in place for health and safety
- arrangements are in place to consult with trade unions/employee safety representatives, for example via the joint partnership committee or through standing invitations to Union representatives to the health and safety sub-committee
- identification of health and safety training needs and liaison with the HR team to organise relevant training
- health and safety risks are escalated and mitigated, so far as reasonably practical

Directors and managers

All directors and managers have responsibility to:

- promote and support the health and safety policy, ensuring employees are aware of the policy and carry out their work in a safe manner
- undertake and review health and safety risk assessments as required
- ensuring any incident is reported either by themselves or a staff member, in line with the incident management policy via incidents.kccg@nhs.net
- provide support for any of their team members involved in an incident
- authorising time off, with pay, for trade union safety representatives in accordance with regulations (see the [time off policy and procedure](#))
- ensuring that staff are made aware of, and are working to, all relevant new and revised policies and similar documentation

Employees

All employees have responsibility to:

- take responsibility for their own health and safety, and that of others who may be affected by their actions
- co-operate with NHS Kernow to enable the organisation to comply with its statutory duties under the Health and Safety at Work Act 1974 and other relevant legislation
- not knowingly interfere with or misuse any equipment provided in the interests of health and safety
- comply with NHS Kernow policy, procedures and health and safety rules
- identify and report any defects and other health and safety concerns to either their manager or the corporate governance team
- report all incidents (including near misses) promptly to their manager and via kccg.incidents@nhs.net
- undertake all mandatory training and other relevant training as agreed with their manager

Breaches of this policy could lead to disciplinary action being taken in accordance with the [disciplinary policy and procedure](#). Employees should be aware that failure to follow recommendations in relation to health and safety could contribute to negligence and in serious cases there is the potential of criminal charges being pursued against the organisation and/or individuals employees.

5. Arrangement for health and safety

Health and safety risk assessments

The Management of Health and Safety at Work Regulations 1999, make more explicit the general duties placed on NHS Kernow under the Health and Safety at Work Act 1974. In order to meet with the regulatory requirements, NHS Kernow will ensure the following.

Health and safety risk assessments are carried out in order to evaluate and adequately control hazards, so as to ensure the health, safety and welfare of employees, visitors and others who could be affected by work activities of NHS Kernow. A guide to health and safety risk assessments can be found in [appendix 1](#).

Health and safety risk assessments are recorded in writing, on the appropriate form, in accordance with relevant NHS Kernow policies.

Arrangements are made for putting into practice the preventative and protective measures, including provision of personal protective equipment (PPE) that follow from the health and safety risk assessment.

Health and safety risk assessments are regularly monitored and reviewed to ensure they remain live documents. They will be updated in accordance with changes in legislative requirements, standards and codes of practice.

The outcomes of health and safety risk assessments are readily available and communicated to relevant staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

All health and safety risk assessments undertaken should be retained by the relevant team and a copy forwarded to the corporate governance team at kccg.corporategovernance@nhs.net along with any other relevant departments specified on the risk assessment form.

Where necessary health and safety risks identified may be included on the corporate risk register by the corporate governance team, either as individual entries or through inclusion in an amalgamated entry.

Directors and/or managers should review health and safety risk assessments for their areas of responsibility in accordance with the relevant NHS Kernow policy. Any changes to the risk assessment should be notified to the head of corporate governance.

Safety training will be provided in safe systems of work, which will include dealing with challenging or aggressive behaviour, manual handling, lone working, working with display screen equipment.

Relevant training will be given to employees when:

- they commence employment with NHS Kernow
- duties and tasks are allocated to them
- they change job role or are given increased responsibility
- there are changes in work methods/practice, equipment, legislation or guidance which may impact on safe systems of working

Full co-operation will be given where work areas are shared to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances are identified as substances that may be harmful to health, for example liquids. For example chemicals which may be toxic, harmful, corrosive or irritant, dusts, fumes, gases and biological agents (bacteria and micro-organisms).

NHS Kernow is based in a low risk office environment with very few hazardous substances present.

The head of corporate governance will undertake a regular review of substances used within NHS Kernow and complete COSHH assessments accordingly.

NHS Kernow's cleaning contractors will also be required to keep product safety data sheets within their cleaning store.

Coronavirus (COVID-19)

In response to the COVID-19 pandemic and related national guidance, NHS Kernow has undertaken, and will continue to undertake as required, a number of actions. These include requesting the majority of employees work from home and completing assessments of office bases to determine how they might be safely re-occupied in line

with guidance on distancing and hygiene. NHS Kernow will continue to follow national guidance as it develops.

Display screen equipment (DSE)

DSE are devices or equipment with an alphanumeric or graphic display screen, such as computer screens, laptops, touch screens and other similar devices.

NHS Kernow recognises that many of its employees use DSE for a large proportion of their working day. It is therefore important that all members of staff complete the DSE assessment on at least an annual basis, or when there are significant changes in the workplace environment, such as an office move or new equipment is provided. Staff will be prompted to do this through staff bulletins and a prompt is also included on the appraisal paperwork.

The DSE checklist is a self-assessment undertaken by the member of staff to ensure that they are not at risk of injury due to improper posture. The self-assessment process allows for identification of any corrective action which needs to be taken, much of which can be done by the individual themselves. However, where the self-assessment identifies something which the employee cannot resolve alone, this should be raised with the individual's line manager. The employee and line manager should then work together to resolve any issues, such as the need for specialist equipment. Additional advice and support for staff is available via the occupational health and referral forms. These can be accessed through the human resources (HR) pages on IRIS or requested from the HR team.

NHS Kernow aims to secure the health and safety of all its employees including those who use DSE in so far as is reasonably practicable by:

- providing a checklist for staff to ensure their workstation is risk assessed annually and kept under review
- supporting staff in taking steps to remedy any risks found as a result of an initial assessment
- encouraging staff to incorporate changes of task within the working day, to prevent intensive periods of on-screen and keyboard/mouse activity
- arranging for the provision of eye tests for regular users of DSE or upon receipt of recommendations from the occupational health department
- arranging for the supply of corrective appliances, appropriate to user's needs, where these are specifically required for DSE work

- advising existing employees and all prospective employees of the risks to health, particularly physical issues that may arise through DSE work, how they can be identified and how they can be avoided

[Read comprehensive DSE guidance for employees.](#)

Driving vehicles

All employees who drive vehicles as part of their duties are expected to be in possession of a full valid and current driving licence for the category of vehicle they are driving.

NHS Kernow expects drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times. All drivers should be adequately fit and healthy, and should bring to NHS Kernow's attention any reason why they may not be fit to drive.

Drivers must not be under the influence of drugs, alcohol or other substances when driving.

All vehicles used for NHS Kernow business purposes, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT certificate if required. All drivers should be adequately insured including business use. For more details see the [travel and subsistence expenses policy](#).

First aid

NHS Kernow is based in a low risk office environment, however arrangements will be implemented to minimise the consequence of injury or ill health in the workplace by treating minor injuries and, where necessary, giving help until professional assistance can be obtained. This will be achieved by:

- providing appropriate training for employees to assist them in gaining the relevant qualification to be a first aider
- carrying out assessments to determine the extent of first aid provision required within the area or workplace
- providing adequately stocked and accessible first aid boxes at identified locations
- providing signage indicating the location of first aid equipment and the names of those trained to provide first aid

[Appendix 5](#) provides further information on first aid including first aid boxes.

Fire safety

NHS Kernow has a duty to:

- ensure up to date fire risk assessments are in place for our premises
- make staff aware of risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

NHS Kernow will liaise with NHS Property Services, community health partnerships and others as appropriate to co-ordinate the arrangements for fire safety within its buildings. This includes provision of means of access and egress, signage, emergency lighting and alarm system, where necessary the maintenance of emergency fire safety equipment, and the provision of evacuation procedures for public/common areas of the building. NHS Kernow is responsible for emergency fire safety equipment including extinguishers.

As a tenant NHS Kernow is required to co-operate with the landlord (and other tenants) in the execution of their statutory duties, develop evacuation procedures (if necessary) for the areas it occupies and ensure that staff are aware of the importance of fire prevention in the workplace.

For further information on fire safety, including personal emergency evacuation plans, fire wardens, training and fire drills please refer to [appendix 7](#).

Incident reporting and management

An incident or accident is defined as any event that has caused, or had the potential to cause, injury/harm to any person, such as anyone using the services we commission, members of staff, visitors or contractors, or causes/may cause damage to or loss of NHS Kernow property.

Reporting incidents allows NHS Kernow to ensure that appropriate action has been taken in immediate response, such as first aid and support, as well as that appropriate actions have been taken to prevent recurrence, as far as reasonably practicable.

Guidance on incident reporting is available in the [incident management policy](#), and this includes information on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Lifts

In the event of the breakdown of a lift within a NHS Kernow building, staff should raise the alarm by using the internal telephone, or if unavailable, by calling to someone outside who should then notify reception.

If someone in the lift needs to be released as a matter of urgency, for example for medical reasons. This should be clearly communicated so that the fire brigade can be summoned to effect a quicker rescue should this be necessary.

Most lifts cannot be used in the event of a fire. Please see [appendix 7](#) for information on personal emergency evacuation plans for people who would usually use a lift to move around a building.

Lone working

NHS Kernow is committed to ensuring that colleagues who work by themselves without close or direct supervision are adequately protected from risk whilst undertaking work duties. We will take all reasonably practicable steps to protect colleagues, visitors and contractors from hazards and risks to health and wellbeing that may be encountered during work-based activities. Further guidance can be found in the [lone working policy](#).

Manual handling

Manual handling is the transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving a load by hand or by bodily force. NHS Kernow is a low risk environment for manual handling; however arrangements will be implemented to prevent or reduce the likelihood of injury or ill health in the workplace as a result of manual handling. This will be achieved by:

- moving and handling mandatory training for all staff
- managers and staff being aware of manual handling situations within their area of responsibility
- managers and staff making an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury
- ensuring that, where required, suitable and sufficient mechanical aids are provided, maintained and are easily accessible for staff use

Taking suitable actions to reduce the risk as follows:

- making the load smaller or lighter and easier to lift
- breaking up large consignments into more manageable loads
- modifying the workstation to reduce carrying distances, twisting movements, or the lifting of things from floor level or from above shoulder height
- improving the environment, for example better lighting, flooring or air temperature can sometimes make manual handling easier and safer
- ensuring the person doing the lifting has been trained to lift as safely as possible

Misuse of drugs, alcohol and other substances including smoking

The misuse of alcohol, drugs and other substance abuse can lead to reduced productivity, taking time off work, serious ill health and accidents at work.

Second hand smoke is both a public and workplace health hazard. NHS Kernow seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage is displayed to inform people of the smoke-free status of NHS Kernow sites.

For advice and information, please see the [alcohol, drugs and substance misuse policy](#) or contact the HR department.

New and expectant mothers

The law requires every employer to assess workplace risks for all their employees, and take practical action to control those risks. In addition, employers must take particular account of risks to new and expectant mothers. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous 6 months, or is breastfeeding.

Managers should identify hazards in the workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk. This information should be made known to all female employees of childbearing age, not just those who are known to be pregnant. This is particularly important for expectant mothers, as it is possible for pregnancy to go undetected for some time.

Managers are responsible for completing a new and expectant mothers risk assessment to ensure that the employee and the unborn child are not exposed to any significant

risk. The document can be found on IRIS or requested from the childcare team co-ordinator at Royal Cornwall Hospitals NHS Trust (RCHT).

NHS Kernow will provide suitable facilities for nursing mothers to rest, express milk and store milk.

Occupational health referrals

Occupational health (OH) is a specialist branch of medicine, focussing on health in the workplace and it is concerned with the physical and mental well-being of employees. OH specialists advise on work-related illnesses and accidents, carry out medicals and monitor the health of employees.

All referrals to OH services must be made in line with the NHS Kernow OH referral process which can be accessed via IRIS or on request to the HR team. Following assessment, the OH service may recommend a variety of treatments, which will also require prior approval if it is to be funded by NHS Kernow.

Personal protective equipment (PPE)

PPE protects the user against health or safety risks at work and can include things like gloves, aprons and face masks. Personal Protective Equipment at Work Regulations 1992 state that every employer shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. NHS Kernow will provide PPE to its employees where a risk assessment indicates this is required. It will continue to comply with current as well as any future PPE guidance.

The PPE process in place for NHS Kernow can be found at [appendix 8](#).

Security

NHS Kernow aims to provide a safe working environment, where people can be confident of their personal safety, the security of their possessions and where NHS Kernow can be assured of the security of its buildings and assets.

All employees should help to create a secure environment for themselves and others by:

- familiarising themselves with any special security requirements relating to their place of work and the action to take in the event of a security incident
- safeguarding themselves, colleagues, visitors and other people so far as is reasonably practicable and ensuring people, equipment and property are not put in jeopardy by their actions or omissions, either by instruction, example or behaviour
- complying with all training requirements concerning security issues
- ensuring their NHS Kernow ID is worn and visible whenever on NHS Kernow business
- notifying their manager of any potential security problems and report all incidents involving criminal activity to the appropriate manager
- reporting any crimes or breaches of security

Further information on security can be found within the [security policy](#).

Stress

The Health and Safety Executive (HSE) describes stress as the adverse reaction people have to excessive pressures or other types of demand placed on them at work.

Pressure and stress are not the same thing. Pressure can be positive and a motivating factor. It can help us to achieve our goals and to perform better. Stress, which is a state not an illness, occurs when pressure becomes excessive and is a natural reaction when the person is unable to cope with the demands being placed on them. However, if stress becomes too excessive and prolonged, mental and physical illness may develop.

NHS Kernow has a duty to manage stress, in line with all other occupational health and safety issues. For further information please refer to the [stress in the workplace policy and procedure](#) or contact the HR department.

Training

Health and safety training is a statutory requirement of legislation and therefore forms part of the mandatory training for all NHS Kernow employees.

All new employees will be given a local induction where they will be informed of NHS Kernow policies and any specific health and safety related hazards and controls relevant to their area of work.

In addition to any mandatory training requirements, managers must identify any specific safety related training needs of the staff for whom they are directly responsible and ensure this is undertaken as soon as reasonably practicable.

Managers are also responsible for ensuring their staff have completed all mandatory training, including health and safety, manual handling and fire safety and ensuring implementation and monitoring effectiveness

This policy will be publicised through the staff email bulletin and published in the document library through the [NHS Kernow website](#).

Health and safety reports will be taken to the health and safety sub-committee and summarised in reports to workforce committee. These reports will include monitoring of incidents, risks and training as well as specific subject areas such as security, fire and first aid.

A health and safety annual report will also be provided to the workforce committee.

Reference

The health and safety policy should be cross referenced to the following NHS Kernow policies:

- [incident management policy](#)
- [time off policy and procedure](#)
- [stress in the workplace policy and procedure](#)
- [security policy](#)
- [acceptable behaviour policy](#)
- [lone working policy](#)
- [travel and subsistence expenses policy](#)

The above list is not exhaustive.

Violence and aggression

NHS Kernow has a statutory obligation to ensure, so far as is reasonably practicable, a safe and secure environment for its staff. Violent, abusive behaviour and criminal acts will not be tolerated. The risks of violence to staff must be assessed and appropriate actions will be taken to protect people.

Physical violence is defined as the intentional application of force to the person of another without lawful justification, resulting in physical injury or personal discomfort.

Non-physical violence is defined as the use of inappropriate words or behaviour causing distress and/or constituting harassment.

Everyone has a duty to behave in an acceptable and appropriate manner. People have a right to work in an environment that is properly safe and secure.

All incidents of violence must be reported in line with the [incident management policy](#). Assaults should also be reported to the police.

Further guidance can be found in the [incident management policy](#) and the [acceptable behaviour policy and procedure](#).

Workplace environment

NHS Kernow is committed to providing a safe and healthy working environment and this extends to the design, management and maintenance of the premises it occupies or has responsibility for. NHS Kernow will ensure, through liaison with NHS Property Services, that:

- access to, and egress from, each workplace remains safe, taking into account the condition of floors, walkways, levels of lighting and security of the building and staff
- suitable and sufficient heating, ventilation and lighting is provided and maintained
- systems will be put into place to control other environmental factors including humidity and noise
- adequate welfare facilities are provided, for example toilets with handwashing facilities, drinking water and somewhere to rest and eat such as a staff room or break out area
- premises are inspected and kept in good repair and well maintained
- emergency procedures and business continuity plans are in place and communicated to all concerned

Achievement of the above will require seeking such assurances as are necessary from NHS Property Services and community health partnerships as they hold leases on behalf of NHS Kernow with the landlords.

Work equipment

NHS Kernow will maintain all work equipment in a safe working condition and ensure that the correct equipment is provided and used. Managers will ensure the correct equipment is used at all times, that it is properly maintained, and that no item of

equipment is misused. Persons required to use the equipment will receive any necessary training, instruction and supervision.

The correct operating and safety instructions must be followed at all times.

If an item of equipment is suspected of being defective, it should not be used until it has been thoroughly checked/repared and approved for use by a competent person.

As part of its health and safety management processes NHS Kernow must satisfy itself that the following areas are adhered to:

- all portable electrical appliances will be tested in accordance with the requirements and frequency as determined by legislation
- all portable electrical equipment should be given a visual inspection for damage to the casing and wiring before being used
- any defects should be reported immediately to the appropriate department and the equipment taken out of use
- equipment should not be used until it has been thoroughly checked/repared and approved for use by a competent person
- staff should not bring their own portable electrical equipment, for example heaters, fans, coffee machines and kettles as these will not be tested and therefore pose a potential risk to other staff and property
- all new mechanical and electro-mechanical equipment should be tested by a competent person prior to use, wherever possible, or as soon as is reasonably practicable thereafter
- all mechanical and electro-mechanical equipment should be maintained as per manufacturer's instructions or best practice and by a competent person
- equipment should also be visually checked by each user prior to use, any defects reported immediately
- equipment should not be used until it has been thoroughly checked/repared and approved for use by a competent person

Achievement of some of the above will require seeking such assurances as are necessary from NHS Property Services.

Health and safety equipment

The Health and Safety Executive (HSE) are the enforcing authority for health and safety within a range of sectors including healthcare. Their mission is to protect people's health and safety by ensuring risk in the changing workplace is properly controlled. In the main

this is done by guidance and support, however they have the power to bring prosecutions for failings where deemed appropriate.

The HSE can make unannounced visits to any work premises. HSE inspectors have the right to carry out investigations, order that areas be left undisturbed, take samples, take statements, photocopy any relevant documentation and use any personnel and working space they deem necessary.

The inspector will, however, usually make their presence known to the senior person on site at the time and will expect full co-operation.

It is also usual for an Inspector to consult with an appropriate trade union safety representative during an inspection or investigation.

The [HSE website](#) is a very useful source of information and guidance on health and safety issues.

Appendix 1: Guide to health and safety risk assessments

Introduction

The health and safety risk assessment process ensures a systematic approach for identifying and assessing a risk, and that appropriate action is taken when risks have been identified. It is designed to help managers focus on high-risk areas without losing sight of other urgent issues.

This guide outlines the approach to carrying out and recording risk assessments and provides information to enable staff to identify hazards and carry out risk assessments as appropriate.

Definitions

Risk

The combination of likelihood and consequence of a hazard being realised.

Hazard

Anything with the potential to cause harm, for example physical or nonphysical harm, reputational or financial.

Risk assessment

The process of establishing the likelihood and consequence of a hazard and giving this a risk rating.

Control

Something that has been put in place to manage a risk, for example a policy, a safe system of work, monitoring processes, education and training.

Competent person

A person who has sufficient knowledge and understanding required to undertake a task.

Specialist advisor

A qualified person who can demonstrate knowledge, skills and practical experience in their speciality.

What does a health and safety risk assessment cover?

A health and safety risk assessment could cover any aspect of an organisation's work, and all premises. There is also a need to assess, and plan for where necessary, risks arising from external sources such as flooding and pandemic flu.

Health and safety legislation requires that documented assessments should be suitable and sufficient. This means they should identify hazards and associated risks in relation to work activities and ensure these are recorded. The aim is to have information that is useable and useful.

Training and awareness

Risk assessment is included within the health safety and risk training, which is mandatory for all staff to complete at least once.

It is important that all employees are made aware of identified risks and action plans through the risk assessment process.

More detailed information about individual roles and responsibilities is available in this health and safety policy and [risk management policy and strategy](#).

How to do a health and safety risk assessment

Think about what might cause harm to people in your workplace and decide whether you are taking reasonable steps to prevent or control that harm. Try not to overcomplicate the process. A template is provided at [appendix 2](#) and available from the corporate governance team.

Think about the hazards

Look around the workplace/consider the activity and think about what may cause harm, these are hazards. What is it about the activities, processes or substances used that could injure or harm someone? Ask your colleagues what they think the hazards are.

Look at who might be harmed and how

For each hazard, think how employees or other people such as contractors, visitors or members of the public might be harmed. This will help you identify the best way of controlling the risk. The next section provides some prompts on possible hazards.

Look at what is in place to control the risk already

Ask yourself is it sufficient? Could you get rid of the hazard altogether? If not, what else could you do to make harm less likely? You are not expected to remove all risks, but you must make sure you know what the main ones are and what you should do to manage them responsibly.

Score the risk

This helps prioritise actions. Use the guide in [appendix 3](#) to consider how harmful the hazard could be and how likely it is that harm will occur.

Record and share your findings

Use the template in [appendix 2](#) to make a simple record of all the above steps. Share the assessment with colleagues and the corporate governance team.

Review your risk assessment

Health and safety risk assessments should be reviewed at least annually, more frequently if there are changes in equipment, procedures or staff could lead to new risks. If there have been any important changes, you must review and update your health and safety risk assessment. Ask yourself:

- has the process changed?
- have the substances or equipment used in the process changed?
- have your workers identified a problem?
- have you learnt anything from accidents or near misses?

Things to consider

Listed below are some things to consider when carrying out a health and safety risk assessment. This is not an exhaustive list. The Health and Safety policy provides guidance on many of these areas as does the [Health and Safety Executives website](#).

- equipment: is it safe, suitable, are staff trained in its use if necessary?
- workplace environment: space, temperature, light, ventilation
- slips and trips: inside and outside
- moving and handling: consider the task, the person, the load and task environment
- moving around the site: ease of access and exit, lighting
- working at height includes using stepladders and stools
- falls and falling objects
- stress/health of people in the workplace: workloads and training to undertake their roles
- cleaning: cleanliness, tidiness and substances used

- hazardous substances (COSHH)
- using display screen equipment
- Electrical equipment: safety and suitability
- violence and aggression: physical, verbal, face to face by phone or online

Consider the needs of:

- those who may be lone workers
- expectant/breastfeeding mothers
- older/young workers
- disabled people (including those with learning disabilities)
- those for whom English is a second language
- people due to their religion or belief
- people due to their sexual orientation
- people who have gone through or are going through gender reassignment or who identify as transgender
- agency/locum staff

Appendix 2: Health and safety risk assessment form

Risk assessment for which site/activity: [Click here to enter text.](#)

Date of assessment: [Click here to enter text.](#)

Date of review: [Click here to enter text.](#)

Assessor(s): [Click here to enter text.](#)

Hazard	Who might be harmed and how	What are we already doing about this?	Impact	Likelihood	Risk score	Do we need to do anything else?	By whom	By when	Done?
For example slips and trips	For example staff and visitors may be injured if they trip over objects or slip on spillages	For example good housekeeping, areas are well lit, no trailing lead or leads are protected, staff mop up/report spills, cleaning contract in place,	4	1	4	For example 1 trailing lead in in room X requires a rubber mat to prevent trip hazard	J Doe	June 2019	June 2019

See [appendix 3](#) for guidance on scoring risks.

Appendix 3: Impact and likelihood scoring for health and safety risk assessments

Impact score

This sets out a scale of parameters which can be used as comparable measures when deciding possible impact of a hazard.

- **Score 1:** No or minimal harm or effect on people. No time off work. No or minimal treatment required.
- **Score 2:** Low harm or effect on people. Up to 3 days off work. Minor injury or illness.
- **Score 3:** Moderate harm or effect on people. Over 3 days, up to 2 weeks off work. RIDDOR reportable. Moderate injury or illness requiring professional intervention.
- **Score 4:** Significant harm or effect on people. 14 days or more off work. Major injury. Long term incapacity.
- **Score 5:** Very significant harm or effect on people. Irreversible health effects. Death.

Risk likelihood score

- **Score 1 – rare:** Not expected to occur apart from in exceptional circumstances. Currently well managed/ controlled.
- **Score 2 – unlikely:** Do not expect it to happen/recur but it could. Satisfactorily managed/controlled.
- **Score 3 - moderate/possible:** Event might occur at some time. Some management/control.
- **Score 4 – likely:** Will probably happen/recur. Weaker management/ control.
- **Score 5 – almost certain:** Is expected to occur in most circumstances. No or ineffective management/ control

Risk matrix

Multiply the impact and likelihood scores to get your overall risk.

Likelihood score	Impact: 1 very low	Impact: 2 low	Impact: 3 moderate	Impact: 4 high	Impact 5: very high
1 rare	1	2	3	4	5
2 unlikely	2	4	6	8	10
3 moderate/possible	3	6	9	12	15
4 likely	4	8	12	16	20
5 almost certain	5	10	15	20	25

Appendix 4: Display screen equipment checklist

Workstation location: [Click here to enter text.](#)

Member of staff: [Click here to enter text.](#)

Job title: [Click here to enter text.](#)

Initial checklist date: [Click here to enter text.](#)

Further action required? [Click here to enter text.](#)

Follow-up action completed: [Click here to enter text.](#)

This is just an initial checklist. Please work through the checklist, ticking either the yes or no column against each risk factor. Yes answers require no further action and no answers indicate that further investigation and/or remedial action is required. Any action required should be shared with a line manager if it cannot be resolved by the individual.

Risk factors

Keyboard

Risk factor	Yes/No	Advice	Action to take
Can the keyboard be adjusted to meet the users requirements?	Choose an item.	Please note that this is not a requirement when using a portable device	
Is the keyboard clean and can all letters be read?	Choose an item.	A keyboard with missing letters should be mended or replaced	
Is it possible to find a comfortable keying position?	Choose an item.	Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Consider using a wrist support to help with positioning.	

Mouse/trackball

Risk factor	Yes/No	Advice	Action to take
Is the device suitable for the purposes it is used for?	Choose an item.	A mouse can be adjusted to increase or decrease speed. If you are having problems, try a different device. The mouse and	

Risk factor	Yes/No	Advice	Action to take
		trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.	
Is the mouse appropriately positioned?	Choose an item.	Prevent arm over-reaching. Try not to leave your hand on the device when it is not being used. You should have a relaxed arm and straight wrist.	

Display screens

Risk factor	Yes/No	Advice	Action to take
Are the characters clear and readable?	Choose an item.	Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together. Software settings may need adjusting to change text size.	
Does the screen swivel and tilt?	Choose an item.	Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: swivel/tilt is absent or unsatisfactory, work is intensive or you have problems getting the screen to a comfortable position.	
Is the text stable and flicker free?	Choose an item.	Try using different screen colours to reduce flicker, for example darker background and lighter text.	

Risk factor	Yes/No	Advice	Action to take
Is the screen free from glare and reflections	Choose an item.	Try determining the source of the glare so it can be eliminated. Adjust blinds. If this does not work you may need anti-glare cover for your screen	

Furniture

Risk factor	Yes/No	Advice	Action to take
Can your chair be adjusted appropriately?	Choose an item.	Is the chair suitable and stable? Does the chair have a working seat back height and tilt adjustment, seat height adjustment, castors or glides?	
Is the chair adjusted correctly?	Choose an item.	You should be able to carry out your work comfortably. Move any obstructions from under your desk. Adjust arm rests to allow you to get closer to the desk. Rearrange equipment, papers to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Is the small of the back supported by the chair's backrest?	Choose an item.	You should have a straight back, supported by the chair, with relaxed shoulders.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs	Choose an item.	If not consider using a footrest.	

Risk factor	Yes/No	Advice	Action to take
Are forearms horizontal and eyes at roughly the same height as top of screen	Choose an item.	Adjust the chair height to get the users arms in the right position and then adjust the screen height if necessary.	

Environment

Risk factor	Yes/No	Advice	Action to take
Is there enough room to move and change position	Choose an item.	Taking regular breaks from DSE and changing position during the day is important.	
Is lighting suitable?	Choose an item.	If not consider using a desk lamp or moving desks if alternative is available.	
Is the small of the back supported by the chair's backrest?	Choose an item.	You should have a straight back, supported by the chair, with relaxed shoulders.	
Is the temperature maintained at an appropriate level?	Choose an item.	Consider eliminating sources of excess heat, using desk fans provided or moving desks if alternative is available.	
Is noise considered a problem in the workplace?	Choose an item.	Consider re-siting the source of the noise or moving to a quieter area if available.	

Appendix 5: First aid information

First aid treatment

Provides treatment to preserve life and minimise consequences of injury or illness until medical assistance can be obtained.

Provides treatment of minor injuries that may otherwise receive no treatment, or do not require treatment through an urgent care or emergency department.

First aider

Someone who has undergone suitable training. This may be first aid at work or emergency first aid at work. In addition, provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a first aid at work or emergency first aid at work or equivalent qualification:

- doctors registered and licensed with the General Medical Council
- nurses registered with the Nursing and Midwifery Council
- paramedics registered with the Health and Care Professions Council

First aid box contents

First aid boxes should contain, as a minimum, the following items:

- a leaflet with general guidance on first aid, for example HSE's leaflet basic advice on first aid at work
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, un-medicated wound dressings
- disposable gloves

First aid boxes should be checked regularly. Many items, particularly sterile ones, are marked with expiry dates and should be replaced when they expire, disposing of them safely. Non-sterile items without dates should be checked to confirm if they are still fit for purpose.

Appendix 6: Fire safety

In the event of a fire:

- proceed to the nearest call point
- activate the alarm by breaking the call point break glass
- evacuate the building
- only consider tackling the fire if you feel confident that you know which extinguisher medium to use, how to use it, and are confident it will put the fire out.

NHS Kernow has employees based in a number of sites where the organisation is a tenant. We work with NHS Property Services, community health partnerships and others on these sites to ensure fire safety. Responsibility varies across NHS Kernow sites, however typically NHS Kernow is responsible for assisting NHS Property Services and community health partnerships with the:

- evacuation strategy
- arranging fire evacuation drills
- fire extinguisher maintenance and testing

NHS Property Services and community health partnerships are responsible for:

- fire alarm maintenance and testing
- housekeeping – management of waste
- holding and maintaining the building fire manual
- automatic smoke detections systems
- gas/water suppression systems
- emergency lighting maintenance and testing
- emergency exits

Fire risk assessment

A fire risk assessment is a methodical, structured examination of the risk to the buildings occupants from fire, taking into account the fire hazards, the means by which the fire hazards are to be controlled and the arrangements for protecting people from any fire, including an assessment of both the physical structures and managerial systems.

NHS Kernow will ensure each site staff are based at has an up to date fire risk assessment, this may be through bringing in a competent individual to complete the fire

risk assessment or through ensuring the lead tenant (where this is not NHS Kernow) or landlord have undertaken this.

NHS Kernow will undertake appropriate action to address any action points raised in the fire risk assessment, and liaise with other tenants, landlords, NHS Property Services and other parties as necessary.

Fire training and fire wardens

All staff are expected to undertake mandatory fire safety training in line with the NHS Kernow mandatory training policy.

Fire warden training will be provided as soon as possible after an individual is identified and be repeated every 3 years.

When a building is evacuated fire wardens should check that it is empty. For the area where they are working fire wardens should:

- check every room, including toilets and to assist people where necessary to evacuate to a place of safety
- if necessary tell or show people where escape routes are and show disabled people safe refuges, make use of the evacuation chairs where provided or help them use stairs
- be the last person to leave the floor area for which they are responsible
- report to the co-ordinator at the assembly point to inform them that their area is clear, was unable to be checked or if anyone is still in the building and their whereabouts
- ensure they are familiar with the fire procedures and escape routes in their building

Fire wardens are not expected to try to extinguish fires at risk to their own safety.

The corporate governance team will:

- keep a record of fire wardens and publish notices in the buildings
- seek additional fire wardens if there are insufficient
- arrange appropriate training for fire wardens

Fire alarm testing and drills

Fire alarms should be tested on a regular basis, to ensure they are functioning and that people are familiar with the sound made. This may be carried out by NHS Property Services, community health partnerships, NHS Kernow or another tenant by agreement.

Fire drills, where the alarm is sounded and those present required to evacuate, should be held at least annually on each site and their completion recorded with the corporate governance team. If an evacuation takes place due to an unplanned alarm, this can take the place of a drill.

Personal emergency evacuation plans

Some people may need assistance in the event of an evacuation, for example people with a disability, young children, people who are elderly, people who are frail or someone with a temporary condition which might hinder their escape (a broken leg). The reason they need assistance could be they are unable to use the stairs, hear the fire alarm or move quickly enough. Some people may not fully understand the rules for evacuation. All of these people are likely to need special arrangements to help them in emergencies, arrangements which should be described in a personal emergency evacuation plan.

Lifts must not be used in an emergency. Some sites have evacuation (EVAC) chairs situated on some staircases and refuge areas in stairwells.

Managers should discuss with the member of staff what help they might need. Not all people with a disability need help. Whilst some people who do not have a disability might, for example people may be unable to easily use stairs, or be unable to see fire safety signs, have difficulty finding their way around or be unable to hear the fire alarm as people may become easily confused or disoriented in emergency situations;

Manages should:

- make use of the personal emergency evacuation plan template at [appendix 7](#)
- identify who will assist in providing that help and agree with them that they will help – don't rely on 1 or 2 people; they may be on leave or in meetings
- write up the plan in conjunction with the staff member
- identify alternative working arrangements if a plan cannot be created which they are confident will always work - for example only working on the ground floor or somewhere when exiting the building safely is easier, this could be a temporary arrangement

- ensure they and the member of staff sign the personal emergency evacuation plan to indicate they are satisfied that the plan is complete and workable and the staff member is familiar with it;
- email the document to kccg.corporategovernance@nhs.net - the corporate governance team will then share the personal emergency evacuation plan with site fire wardens
- ensure everyone knows what part they play in the personal emergency evacuation plan and review the plan if anything changes at least annually
- seek advice from the corporate governance team if required

General fire precautions

- Poor housekeeping contributes to fires by providing fuel and by preventing access to exits and emergency equipment.
- Keep workspaces free of waste paper and other combustibles.
- Keep storage tidy.
- Regularly check electrical leads for damage.
- Do not use any defective electrical equipment, quarantine it and report it.
- Uncoil extension leads fully before use and do not add extension leads into other extension leads to make them longer.
- Don't cover any electrical equipment which gets warm in normal use – such as power supplies for laptops.
- Ensure heating equipment is safe to use.
- Do not use equipment that gives off unusual heat or smells odd. If in doubt have it checked and repaired or replaced.
- Make sure all walk ways and corridors are kept clear to ensure people can leave quickly and safely in the event of an emergency.
- Help maintain building security to prevent arson. Report anything suspicious; and don't leave any combustible rubbish where it can be set on fire outside the building.
- Don't bring petrol or diesel cans into buildings.

Facilities for staff to prepare their own hot food

There is very little risk to people's safety (from fire) using toasters, microwaves and similar equipment. However, there have been occasions when the preparation of food using microwaves and toasters has triggered the fire alarms. People should stay with their food while it is cooking to ensuring over-heating does not occur, and that any inadvertent triggering of the fire alarm due to smoke can be quickly reported as a false alarm.

Appendix 7: Personal emergency evacuation plan

This information will be used to plan the safe evacuation of the individual named in the event of an emergency. It will be shared with the corporate governance team and site fire wardens. Please retain for your records and send a copy to kccg.corporategovernance@nhs.net

Appendix 8: Personal protective equipment (PPE) process

This process applies whilst NHS Kernow holds its current stockpile of PPE and will change once business as usual procurement and storage processes are adopted.

Introduction

[Personal Protective Equipment at Work Regulations 1992](#) state that every employer shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. NHS Kernow will provide PPE to its employees where a risk assessment indicates this is required. It will continue to comply with current as well as any future PPE guidance.

COVID-19 context

In the context of COVID-19, there is an inherent level of work related risk for staff working with other people in offices or who are treating and caring for patients and service users. There is also a risk to the patients and service users themselves. NHS Kernow will follow [national guidance for the NHS on the use of PPE in respect of COVID19](#).

Definitions

PPE: All equipment which is intended to be worn or held by a person at work that protects them against one or more risks to their health or safety. For example safety helmets, gloves, eye protection, high visibility clothing, safety footwear, safety harnesses and any addition or accessory designed to meet that objective.

CE Mark: All PPE issued must have a CE mark affixed. The CE mark indicates that the PPE meets essential safety requirements tested to a set standard by an approved body.

EN Standard: A reference given to PPE to state that it been tested and passed a specific series of tests. The standard is that of the harmonised European Standard.

Responsibilities

Directors will:

- ensure suitable and sufficient risk assessments are undertaken and reviewed
- PPE offers adequate protection for roles within their teams and, if in doubt, guidance is sought
- decisions are made with reference to current national guidance

The director of infection, prevention and control will provide:

- advice on any updates that may impact on the application of this policy
- necessary advice, guidance and training relating to PPE

The contracts and procurement team will ensure:

- all PPE is CE marked, complies with EN standards and with the requirements of the Personal Protective Equipment Regulations 2002
- a consumable register is maintained in place and is maintained by the relevant teams to allow re-supply
- a process is in place for the receipt, recording and escalation of noted defects/concerns and the dissemination of alerts through the central alerting system and other means used to highlight recalls

The corporate governance team will:

- enable safe and secure storage of the central supply of PPE, to ensure it is readily available and employees have clear instruction on how to obtain it
- be the contact point for PPE requests via kccg.corporategovernance@nhs.net
- inform the contracts and procurement team of all withdrawals
- check that a risk assessment has been completed
- ensure all employees required to use PPE have access to appropriate training/information on its correct use (and where required its decontamination)

Managers will ensure, within their sphere of influence:

- a suitable and sufficient assessment has been made of PPE used and that it is suitable for the hazards it is to control
- where use of PPE has been indicated by risk assessment it is provided and used – [read gov.uk PPE guidance](https://www.gov.uk/guidance/ppe-guidance)
- any individual who is required to wear PPE receives the necessary training, information and instruction on its use and maintain a record of this
- where employees refuse to wear PPE their reasons are discussed and resolution sought, with HR and potentially occupational health.

All staff will, where PPE has been issued as a control measure through risk assessment:

- wear that PPE in accordance with training, information and instruction given
- keep disposable PPE in a safe and appropriate place
- keep non-disposable PPE clean and well maintained and stored
- report any loss or defect in all PPE to their manager immediately
- dispose of it safely and appropriately
- inform their manager if there is a specific reason, such as medical or religious grounds for not wearing PPE, to allow suitable alternative equipment or controls to be implemented

Accessing PPE

Where a risk assessment indicates that PPE is required, the manager should contact the corporate governance team and provide details on the number of people requiring PPE and the expected volume of PPE required. For example 5 team members requiring IIR face masks for home visits, with 3 visits each day per person. The corporate governance team will then arrange access to the supply and inform the contracts and procurement team of the withdrawal

The relevant team will take responsibility for:

- maintaining a log of PPE used, to assure appropriate use and allow a request for re-supply to be made in a timely manner
- ensuring the safe and secure storage of their allotted PPE supplies
- ensuring the staff who require the PPE are able to access it in a safe and timely manner - this may involve providing a pack of PPE for safe storage with that staff member to last a set amount of time

PPE to support personal health budgets

For people who receive support via [direct payments](#) through personal health budgets (PHBs), it is vital that they follow the [Public Health England guidance on the use of PPE](#) about safe ways of working for all health and care workers, including personal assistants, and the recommended PPE for community settings, including care in people's own homes.

Most care and support cannot be deferred to another day without jeopardising people's ability to work, care for their families or place the individual at risk of harm. It is therefore vital that direct payment-funded services are prioritised locally.

COVID-19 context

Through the COVID-19 measures NHS Kernow has a mandatory responsibility to source PPE for people on direct payments.

Appendix 9: Equality impact assessment

Name of policy/ service to be assessed: Health and safety policy

Department/section: Corporate governance

Date of assessment: 14 September 2020

Person/s responsible for the assessment: Head of corporate governance

Is this a new or existing policy? Existing

1. Aims, objectives and purpose of the policy

The aim of this policy is to ensure that health and safety management systems are in place and implemented throughout NHS Kernow. Implementation of the policy will provide a safe and healthy work environment to meet the requirements of the Health and Safety at Work Act 1974.

2. Who is intended to benefit from this policy, and in what way?

Staff, visitors, members of public, people who use the services we commission, through increased awareness and management of health and safety.

3. What outcomes are wanted from this policy?

Improved clarity and awareness of structures and process in place for health and safety management in NHS Kernow..

4. What factors/forces could contribute/ detract from the outcomes?

Lack of staff awareness of policy and processes involved. Colleagues unfamiliar with systems, this will be mitigated through regular reminders through weekly bulletin.

5. Who are the main stakeholders in relation to the policy?

This policy applies to all employees of NHS Kernow, regardless of position held, as well as consultants, vendors, contractors, and/or any other parties who have a business relationship with NHS Kernow.

6. Who implements the policy, and who is responsible for the policy?

Corporate governance team.

7. Differential impacts

Perspective of race, nationality and/ or ethnic origin

Does this have a positive or negative impact on black, Asian and minority ethnic (BAME)?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

Perspective of sex

Does this have a positive or negative impact on people who identify as male, female or intersex?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments. Policy includes cross reference to the guidelines for ensuring the health and safety of people who are pregnant and/or breastfeeding.

How will any negative impact be mitigated?

N/A

Perspective of disability

What is the positive or negative differential impact on people from the perspective of disability?

Policy includes information on personal emergency evacuation plans (PEEPs) , access and information needs of people with a disability, as well as highlighting the need to take into account individual as well as highlighting the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

Perspective of sexual orientation

Does this have a positive or negative impact on people who identify as heterosexual, lesbian, gay, bisexual, pansexual or asexual?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

Perspective of age

What is the positive or negative differential impact on people from the perspective of age?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments. Consideration given to the needs of visitors to the sites, which can include people of a range of ages, as well as employees.

How will any negative impact be mitigated?

N/A

Perspective of religion or belief

What is the positive or negative differential impact on people from the perspective of religion or belief?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

Perspective of marriage and civil partnership

What is the positive or negative differential impact on people from the perspective of marriage and civil partnership? This is particularly relevant for employment policies.

No differential impact is anticipated

How will any negative impact be mitigated?

N/A

Perspective of gender re-assignment

Does this have a positive or negative impact on people who identify as trans/ transgender, non-binary or gender fluid?

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

Perspective of pregnancy and maternity

Does this have a positive or negative impact on people who are pregnant, breast feeding mothers, or those on maternity leave?

Policy includes cross reference to the guidelines for ensuring the health and safety of people who are pregnant and/or breastfeeding as well as reference to consider individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

8. Other identified groups

Policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

How will any negative impact be mitigated?

N/A

9. Human rights values

How have the core human rights values of fairness, respect, equality, dignity and autonomy been considered in the formulation of this policy/ service/ strategy?

If they have not, please reconsider the document and amend to incorporate these values.

Which of the human rights articles does this document impact?

- ☒ To life
- ☐ Not to be tortured or treated in an inhuman or degrading way
- ☒ To liberty and security
- ☐ To a fair trial
- ☐ To respect for home and family life, and correspondence

- ☐ To freedom of thought, conscience and religion
- ☐ To freedom of expression
- ☐ To freedom of assembly and association
- ☐ To marry and found a family
- ☐ Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention
- ☐ To peaceful enjoyment of possessions

What existing evidence (either presumed or otherwise) do you have for this?

Policy covers processes around personal safety and that of others.

How will you ensure that those responsible for implementing the policy are aware of the human rights implications and equipped to deal with them?

The human rights statement and guidance accompanies the equality impact assessment and full impact assessment guidance, to provide comprehensive information for staff. These policies are available for staff on the NHS Kernow website and have been proactively disseminated via the staff bulletin.

10. Public Sector Value Act 2020

NHS Kernow is committed and obliged to fulfil the requirements of the Public Sector Social Value Act 2012. This Act requires the organisations to consider how services commissioned or procured might improve the economic, social and environmental wellbeing of an area.

Describe how the policy contributes towards eliminating discrimination, harassment and victimisation.

Policy cross references with the acceptable behaviour policy and procedure and incident management policy both of which contribute towards eliminating discrimination, harassment and victimisation.

Describe how the policy contributes towards advancing equality of opportunity.

Policy contributes to equality of opportunity by seeking to provide a safe, secure working environment for all our staff.

Describe how the policy contributes towards promoting good relations between people with protected characteristics.

Policy contributes to promoting good relations by seeking to provide a safe working environment, and cross references the acceptable behaviour policy and procedure and incident management policy both of which contribute towards eliminating discrimination, harassment and victimisation.

If the differential impacts identified are positive, explain how this policy is legitimate positive action and will improve outcomes, services and/ or the working environment for that group of people.

No differential impacts identified.

Explain what amendments have been made to the policy or mitigating actions have been taken, and when they were made.

None.

If the negative impacts identified have been unable to be mitigated through amendment to the policy or other mitigating actions, explain what your next steps are using the following equality impact assessment action plan.

N/A