



Hertfordshire and  
West Essex  
Integrated Care Board

# NHS Herts and West Essex Integrated Care Board (ICB) Health and Safety Policy July 2022 V1.0

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## Document Control

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## 1.0 Introduction

1.1 NHS Herts and West Essex Integrated Care Board (referred to as the ICB) is fully committed to protecting the health, safety and welfare of its employees, contractors, partners, visitors and members of the public as a matter of prime importance and will comply with their statutory obligations as far as reasonably practicable under the Health and Safety at Work etc. Act 1974.

This policy outlines the duties of the ICB in respect of health and safety, but also the legal obligations that these acts place upon every member of staff. There is an obligation upon every line manager to ensure that staff are informed and instructed with regard to health and safety training, that activities are properly recorded and records maintained.

## 2.0 Purpose

2.1 In order to provide and maintain a healthy and safe working environment, with the objective of minimising the number of instances of accidents and occupational illnesses, the ICB has committed to the following Statement of Intent

2.2 The ICB will pay particular attention to ensuring that:

- Safe systems of work are set and followed;
- So far as is reasonably practicable a safe working environment without risks to health is maintained;
- There is provision of adequate welfare facilities;
- There is provision of sufficient training, instruction, supervision and information to enable all employees to contribute positively to their own safety and health at work and to avoid hazards and control risks;
- Equipment is safe;
- There is safe access to and, exit from, work premises

2.3 Whilst the ICB will take all reasonable steps to ensure the health, safety and welfare of its employees health and safety at work, it is the duty of every employee to take reasonable care of their own and other people's health, safety and welfare; to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or any other person; and to familiarise themselves with and comply with the ICB's procedures and systems relating to health and safety.

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- 2.4 The ICB Board endorses proactive consultation between managers, staff and health and safety representatives to work together to carry out risk assessments. This is a valuable way of involving staff who do the work and will help in identifying risks and scope for potential hazards. Risks must be assessed, all reasonable steps taken to minimise where possible and significant findings recorded.
- 2.5 This policy is supplemented by other policies on specific areas of law. This document sets out the arrangements for health and safety management; it determines the level of responsibility at all levels and the channels of communication for health and safety matters.

### 3.0 Definitions

- **Competent Person:** The Management of Health and Safety at Work Regulations 1999, Regulation 7 requires every employer to appoint one or more competent persons to assist with putting measures in place to ensure legal compliance. The Competent Person can be either an individual or a company providing these services. The person is regarded as competent if they have “sufficient training and experience or knowledge and other qualities to properly assist the employer to meet their safety obligations.”
- **Incident:** An occurrence or situation arising in the course of work that resulted in, or could have resulted in, injury, illness, damage to health.
- **Hazard:** Something which has the potential to cause harm.
- **Manager:** Under section 37 of The Health and Safety at Work etc. Act 1974, there are specific liabilities for directors or managers where breaches of Health & Safety legislation have been committed with consent, complicity, or through neglect.
- **Near Miss:** An event not causing harm but has the potential to cause injury or ill health.
- **Risk:** Effect of uncertainty on objectives
- **Risk Assessment:** overall process of risk identification, risk analysis and risk evaluation.

### 4.0 Roles and responsibilities

The Board	<p>The Herts &amp; West Essex ICB Board, as the employer, is responsible for ensuring health and safety and conducting the ICB’s undertakings in such a way as to ensure the safety of staff, visitors and others affected by its undertakings as far as is reasonably practicable. The Board are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that there is an effective policy for health and safety at work in respect of its</li> </ul>
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	<p>employees, visitors, others and that it is reviewed and updated on a regular basis.</p> <ul style="list-style-type: none"> <li>• Ensuring health and safety information among ICB staff.</li> <li>• The establishment of health and safety procedures (HSG65 Managing for Health and Safety).</li> <li>• Ensuring that all liability is covered by adequate insurance.</li> <li>• Ensuring that sufficient resources are made available to enable managers of the ICB to fulfil their legal obligations.</li> </ul>
Accountable Officer	<p>The overall responsibility for compliance with the HASAWA 1974 and other relevant statutory provisions lies with the Accountable Officer who is responsible to the Board. The Accountable Officer has appointed the Chief Finance Officer as Lead Director on all health and safety matters.</p>
Chief Finance Officer	<p>The Chief Finance Officer will ensure:</p> <ul style="list-style-type: none"> <li>• ICB complies with statutory obligations relating to health and safety. Ensuring adequate resources are available to the organisation to fulfil its legal obligations.</li> <li>• The Board and appropriate committees are informed and advised regarding action needed or any significant health and safety event, actual or potential risk.</li> <li>• Ensuring that the organisation has a jointly agreed Health and Safety Policy, clarifying the roles and responsibilities of their immediate management teams and specific officers with respect to health and safety,</li> <li>• The establishment and maintenance of an effective health and safety advisory service to the ICB through the appointment and/or training of adequate numbers of Competent Persons</li> <li>• The availability of adequate health and safety training programmes for all levels of staff</li> <li>• Update and review with the Senior Management Team and the Board the Health and Safety Policy in accordance with the Health and Safety at Work etc. Act 1974 and the associated regulation(s) issued by the Health and Safety Executive (HSE)</li> </ul>

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	<ul style="list-style-type: none"> <li>• The appropriate committees' function in accordance with statutory and mandatory health and safety regulations</li> <li>• The Senior Management team are aware of their responsibilities</li> <li>• A management system exists for reporting and investigating incidents</li> <li>• Health, safety and welfare performance is measured, strategic targets set and progress monitored and reviewed</li> <li>• Sufficient resources are made available managers to enable the ICB to fulfil its legal obligations.</li> <li>• Adequate provision for health and safety is included in any service level agreements/contracts</li> </ul>
Head of Corporate Support (or equivalent)	<p>The Head of Corporate Support (or equivalent):</p> <ul style="list-style-type: none"> <li>• Ensure this policy is monitored and reviewed annually</li> <li>• Ensure an internal audit is conducted annually and external audit conducted every two years.</li> <li>• Ensure corporate, generic risk assessments are completed and communicated to staff as appropriate</li> <li>• Retain copies of superseded policy documents in accordance with the Records Management: NHS Code of Practice 2021</li> <li>• Ensure the effective communication of health and safety matters throughout the organisation.</li> <li>• Ensure all liability is covered by adequate insurance</li> <li>• Ensure a management system exists for reporting and investigating incidents and near misses.</li> <li>• Seek suitable specialist health and safety advice where appropriate</li> </ul>
Audit Committee	<p>The Audit Committee is responsible for reviewing the effectiveness of the ICB's risk management systems, including health and safety. The Committee will receive annual reports relating to health and safety performance in addition to regular reports where applicable.</p>
Staff Partnership Group/Joint Consultative and Negotiation Committee (JCNC)>	<p>This committee with management, staff-side and trade union representatives will consider and consult on matters pertaining to the health and safety of staff within Herts &amp; West Essex ICB</p>

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<p>&lt;Corporate Governance Manager/Corporate Support Manager/Health and Safety Lead&gt;</p>	<p>This Corporate Governance Manager/Corporate Support Manager/Health and Safety Lead will:</p> <ul style="list-style-type: none"> <li>• Make arrangements for this policy to be brought to the attention of all employees and that they receive notification of policies,</li> <li>• Make arrangements for all staff to be made aware of the importance of health and safety issues at the outset of their employment through the induction process,</li> <li>• Assess the performance of the organisation and its managers in relation to this policy and taking remedial action, within an agreed annual action plan which aims to improve performance</li> <li>• Ensure annual health and safety objectives are defined, agreed and monitored and are informed by the HSE national strategy and public sector annual plan for health and safety.</li> <li>• Review and co-ordinate the implementation of this policy,</li> <li>• Link with the 'Competent Person' for the ICB, who will provide knowledge about the formal implications of all aspects of the health and safety legislation,</li> <li>• Undertake audits as required.</li> <li>• Distribute guidance documents from relevant organisations to managers as appropriate,</li> <li>• Liaise with the Occupational Health Service, as required, regarding health and safety issues,</li> <li>• Co-ordinate risk assessments and attend inspections as deemed necessary,</li> <li>• Act as the liaison link between departments, as appropriate, to ensure action is taken following the receipt of reports relating to incidents, accidents and dangerous occurrences,</li> <li>• Review information relating to incidents and accidents and compile reports as required,</li> <li>• Seek independent expert support and advice as required.</li> <li>• Receive reports from relevant external organisations with regard to health and safety and ensuring that appropriate action is taken</li> <li>• Compile updates and reports to relevant committees as appropriate</li> </ul>
<p>Chief of Staff</p>	<p>The Chief of Staff is responsible for:</p>

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	<ul style="list-style-type: none"> <li>• Ensuring that arrangements are in place to identify and implement health and safety training needs,</li> <li>• Promoting health and safety as an integral management function,</li> <li>• Setting health and safety objectives for all managers and staff within their services and through performance monitoring and evaluation ensure that those objectives are met,</li> <li>• Ensuring that effective communication exists between all sections of their service with regards to health and safety,</li> <li>• Ensuring that adequate resources and facilities are available to ensure achievement of health and safety objectives,</li> <li>• Creating an environment where there is a universal awareness of health and safety issues</li> </ul>
Managers	<p>Managers will have a special knowledge of their department and therefore have a key role to play in ensuring good health and safety practice. They will advise the Senior Management Team and provide a first point of contact for safety representatives, trade union officials and others who wish to make representation on health and safety matters. Their responsibilities include ensuring:</p> <ul style="list-style-type: none"> <li>• So far as is reasonable, the health, safety and welfare of all persons, including visitors, casual / temporary staff in their place of work</li> <li>• That necessary information, instruction, training and supervision are provided to all employees</li> <li>• That all employees attend all relevant health and safety training</li> <li>• That they complete any additional health and safety training as requested which is relevant to their managerial role.</li> <li>• That any relevant local procedures are developed and implemented in accordance with relevant corporate policies</li> <li>• That suitable and sufficient risk assessments are carried out in their area of work and appropriate action taken</li> <li>• That health and safety issues, including health and safety policies, are communicated and discussed at team meetings or relevant forums</li> </ul>

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- That specialist roles are acknowledged, for example risk assessors, fire wardens and first aiders
- That staff are familiar with ICB risk assessments and health and safety policies and implement them, calling on the assistance of the health and safety lead and other specialist advisors as necessary
- Compliance with all legal requirements and ICB policies in relation to health and safety in their areas of responsibility
- That all accidents and near misses are reported in a timely manner and properly investigated as per policy and any recommendations to prevent a recurrence are implemented as soon as practicable
- Ensuring appropriate reporting to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- They create an open environment, which encourages staff to raise and discuss Health and Safety issues in their own work areas,
- That there are adequate arrangements in place at local level which are to be followed in the event of serious/imminent danger and that these procedures are brought to the attention of relevant employees, contractors and others as necessary
- Ensuring staff have access to appropriate PPE when required
- That they authorise or report to relevant personnel as appropriate any safety repair or remedial measures found to be necessary in the course of their duties,
- That they fully consult with and involve staff on matters relating to health and safety.
- That relevant staff have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

A checklist for managers is attached as Appendix 1 and this will need to be completed annually in order to provide the organisation with some assurance that health and safety responsibilities as set out in this policy are being appropriately managed. This is a mandatory requirement.

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All staff	<p>All staff, including volunteers, temporary and agency staff, are responsible for:</p> <ul style="list-style-type: none"> <li>• Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions</li> <li>• Following safe working practices applicable to their work at all times, including those incorporated within the ICB's home working guidance</li> <li>• Reporting any accident, hazard, near miss or any shortcomings in the existing safety arrangements to their manager and on the incident reporting system</li> <li>• Working in accordance with information and training provided</li> <li>• Not misusing or interfering with anything that has been provided for their health and safety.</li> <li>• Being aware of the arrangements for evacuating the building</li> <li>• Fully co-operating with and abiding by risk assessments.</li> <li>• Advising their line manager if they become aware of any change which may affect risk assessments or health and safety procedures as soon as possible.</li> <li>• Being aware of the location of first aid equipment and of the identity and location of qualified first aiders</li> <li>• Practicing good housekeeping, including keeping work areas tidy and free from obstructions</li> <li>• Undertaking training / awareness sessions as required and only use any specialist equipment where trained and competent to do so.</li> <li>• Following local / site specific health and safety policy when working on a site not controlled by the ICB.</li> </ul>
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#### 4.1 Consultation and communication with stakeholders

The following stakeholders have been consulted in relation to this policy.

- The Board
- Executive Management Team
- Chief Finance Officer
- Senior Management Team

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- Health and Safety Competent Person(s)
- Head of Corporate Support
- Audit Committee
- Trade Union/Staff Health and Safety Representative
- Staff Partnership Group/Joint Consultative and Negotiation Committee

#### 4.2 Trade Union Representatives and Consultation

The ICB consult with representatives with a view to the making and maintenance of policies, including health and safety arrangements. This will enable the ICB and staff to co-operate effectively in promoting and developing measures to ensure the health and safety of staff and the effectiveness of such measures will be made.

In addition, health and safety legislation requires that representatives are consulted in good time concerning the introduction of any measures which may substantially affect health and safety.

#### 4.3 Occupational Health Service

The ICB's Occupational Health Provider is Health at Work; they provide support for referrals. Contact information, can be accessed via the staff intranet.

Management referrals to occupational health are provided through the Cohort referral management system, details can be found via the staff intranet.

\*Any themes relating to alterations/changes to workplace environment should be reported by HR to the JCNC on an annual basis

### 5.0 Organisational arrangements for health and safety

5.1 It is a disciplinary offence, which could lead to dismissal, to work or permit others to work in a way which is contrary to the requirements of health and safety legislation and the ICB's Health and Safety Policy

5.2 The relevant legislation includes the following:

- **Health and Safety at Work etc. Act 1974**

- (i) It is the duty of every employer, so far as reasonably practicable, to ensure the health, safety and welfare at work of all employees
- (ii) Every employer must conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment are not exposed to risks to health and safety
- (iii) Employees are to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work

- **Corporate Manslaughter and Homicide Act 2007**

- (i) The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality. Companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management.

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- 5.3 Policy documents and health and safety procedures on particular aspects of health and safety will be developed in consultation with stakeholders and will be approved at the appropriate committee on behalf of the ICB.
- 5.4 Health and safety training should be included in the Personal Development Plan, and agreed between the employee and the line manager. In addition to mandatory training requirements, additional training necessary for the job should be determined as a result of a risk assessment process or informed by specific requirements of the role.
- 5.5 The ICB will ensure that suitable and relevant information relating to health, safety and welfare in the workplace is communicated to staff and visitors. Statutory notices will be displayed throughout the workplace. Consultation and communication over health and safety issues will be encouraged within the ICB. Consultation will take place at the JCNC.

6.0 **Overview of Health and Safety Management System**

The ICB has a set of policies, in-house standards and procedures, as well as sector specific standards, which make up the health and safety management system. This is based on a Plan, Do, Check, Act model. It is designed to control and improve health and safety within teams and at an organisational level.

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## 7.0 Specialist advice

7.1 The ICB will have appropriate arrangements in place to provide expert advice on complying with health and safety legislation and policy, where necessary the Chief Finance Officer will ensure, either directly or through delegation, that staff have access to other Competent Persons (as defined in the Management of Health and Safety at Work Regulations 1999) either through separate appointments or robust and appropriately monitored service level agreements with third party providers.

These will include as a minimum:

- Fire safety
- Health and safety
- Security management
- Occupational Health Service (including physiotherapy)
- Advice relating to infection prevention and control
- Estates/facilities services
- Human resources

## 8.0 Identified Risks for the ICB

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- Fire
- Stress / wellbeing
- Musculoskeletal disorders / manual handling
- COVID 19
- Driving / Road Risk
- Lone Working and Personal Safety
- Events
- Home working
- Office premises

## 9.0 Strategy

The Health and Safety Strategy has been informed by, and developed, to support our organisational aims and objectives as laid out in the Health and Safety Policy. The policy outlines the arrangements in place to fulfil that commitment and comply with the law.

9.1 Strategic health and safety themes, from current HSE strategies applicable to the ICB are:

- Managing risk well
- Acting together / collaborative working
- Tackling ill health / health and wellbeing
- Keeping pace with change
- Sharing our success

Through action in the following areas, there is evidence that organisations can generate an improvement in performance and achieve a positive change in their health and safety culture, hence improvement in these areas form the key strategic aims for the ICB:

- Leadership and management
- Competence
- Risk management
- Involvement and Communication

## 10.0 Monitoring compliance

10.1 The Head of Corporate Support will ensure that the Health and Safety policy and strategy is reviewed annually, together with the operational action plan, to ensure they remain fit for purpose. Progress and performance against agreed key performance indicators (KPIs) in the action plan will be reported to the JCNC and Board on an annual basis.

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- 10.2 The Head of Corporate Support will ensure that an internal audit of health and safety compliance is conducted annually, an external audit is conducted every two years
- 10.3 The ICB will carry out benchmarking with other similar organisations
- 10.4 Staff survey responses will be monitored and areas with low performance will be required to develop action plans in collaboration between managers and staff within the work area, with input from the health and safety lead and trade union representation (as applicable)
- 10.5 Incident reporting will be proactively monitored, themes and trends investigated and reported on with input from the health and safety lead and trade union representation (as applicable)

**11.0 Education and training**

- 11.1 In order to ensure that all employees, whether with specific responsibilities for health and safety or not, are aware of the implications of the Act and of their own responsibilities in relation to it, the organisation recognises its duty to provide effective induction and training on a continuing basis for all levels of staff. Specific health and safety training will be coordinated in liaison with the Learning and Development Department.
- 11.2 The ICB will ensure that managers and staff are aware of and accept their responsibilities regarding health and safety issues. These responsibilities should be incorporated into their job descriptions and covered in the induction process wherever possible.
- 11.3 The Head of Corporate Support will work with managers to identify all areas where specific training is required. This training analysis will be used to work with the Learning and Development Team to ensure all relevant training is delivered. The health and safety lead will work with the Head of Learning and Development to ensure mandatory and statutory training in health and safety are delivered

**12.0 Risk Assessment**

- 12.1 It is the Executive and Senior Management Team’s responsibility to ensure there are arrangements in place to implement safe systems of work, that arrangements are in place to ensure that all members of staff are adequately trained and fully aware of any hazards and risks to their health and safety in their respective work areas.
- 12.2 Senior managers will maintain risk registers and confirm that risk assessments are undertaken in accordance with health and safety legislation.
- 12.3 Managers will investigate potential hazards, risks and dangerous occurrences within the workplace in liaison with trade union

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representatives where appropriate, and may seek the advice of specialist personnel where appropriate via the Head of Corporate Support.

- 12.4 Employees are responsible for adhering to agreed rules and procedures and should draw management's attention to any hazards that may prove detrimental to themselves or others.
- 12.5 Risk assessments in relation to the following areas are available on the intranet either as standalone risk assessments or embedded within the relevant policy:

- Fire safety
- Stress
- Manual handling
- DSE, including use of IT equipment
- Building related issues
- Driving for work
- First aid provision
- Lone working
- Security
- Work equipment, including electrical safety
- Working from height
- Young persons, disabled workers or new and expectant mothers

**13.0 Personal Protective Equipment (PPE)**

- 13.1 The ICB will provide all employees, including limb workers (those that carry out irregular work for one or more organisations) with PPE when it is required, at no charge to the employee and in line with the Personal Protective Equipment at Work (Amendment) Regulations 2022.

**14.0 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**

- 14.1 Employers, the self-employed and those in control of premises are required by law to report specified workplace incidents; under RIDDOR, the ICB must comply with requirements for notifying the HSE of:
  - Deaths,
  - Major injuries,
  - Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days,
  - Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital,

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- Dangerous occurrences – where something happens that does not result in an injury, but could have done,
- Fires that result in cessation of work for more than 24 hours
- Being incidentally exposed to a virus such as COVID-19 from working in environments where people are known to have COVID-19, for example in health or social care

Managers should inform the HR business partner and report via <http://www.hse.gov.uk/riddor/> and through the ICBs incident reporting system.

## 15.0 References

- 15.1 [Cabinet Office \(1974\) Health and Safety at Work Etc. Act 1974. London. HMSO.](#)
- 15.2 [Cabinet Office \(2007\) Corporate Manslaughter and Homicide Act 2007. London. HMSO.](#)
- 15.3 [Management of Health and Safety at Work Regulations 1999](#)
- 15.4 [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)
- 15.5 [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#)
- 15.6 [HSE Sector Plan for Health and Safety: Public sector](#)
- 15.7 [NHS Employers, workplace health and safety standards, May 2022](#)

## 16.0 Associated documentation

- HWE ICB Fire Safety Policy
- Manual Handling
- DSE policy and risk assessment
- Electrical Safety policy
- First Aid policy
- Lone Working Risk Assessment
- Security policy
- Smoke Free policy
- Stress Risk Assessment and Stress Management Guidance
- Driving Risk Assessment
- Events Risk Assessment
- COVID risk assessment
- Waste Management policy
- Incident Reporting policy
- Risk Management Strategy
- Charter House risk assessment

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- The Forum risk assessment
- Spencer Close/Kao Park risk assessment
- Lockdown policy (in development)
- Home working risk assessment
- PA risk assessment

### Appendix 1 – Annual Health and Safety Manager Checklist

1. How do your staff know how to access organisational health and safety policies and procedures, including risk assessments?

Discussion at team meeting  Date.....

Staff induction

Other (please detail any relevant dates)

2. How are your staff aware of their emergency procedures e.g. fire evacuation??

Discussion at team meeting  Date.....

Staff induction tour/refresher  Date.....

Other (please detail below)  Date.....

.....  
 .....

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3. Have all of your staff undertaken on-line mandatory health and safety training? If not, please outline how many staff have yet to undertake this and the reasons why.

Yes  No

No. of staff still to complete .....

Reasons why not completed.....

4. Have all of your staff completed the relevant annual DSE assessment for the office workstation (and home workstation if appropriate)? If not, please outline how many staff have yet to undertake this and the reasons why.

Yes  No

No. of staff still to complete .....

Reasons why not completed.....

5. How do your staff know how to report accidents/incidents?

Discussion at team meeting  Date.....

Staff induction  Date.....

Other (please detail below)  Date.....

.....  
 .....

6. For which specific job roles within your team have you identified health and safety risks (e.g. lone working) and have these been included in the relevant job descriptions? If not, why not and when will this be rectified?

Yes  No

Job roles where health and safety risks have been identified

.....  
 .....

Reasons why health and safety risks have not been identified in the job description

.....  
 .....

Date job descriptions will be updated.....

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7. Are specific health and safety roles recognised within the team, e.g. Fire Wardens, First Aiders?

Yes  No

If so, how many fire wardens and first aiders are in the team?

No. of fire wardens..... No. of first aiders.....

Please detail the names of fire wardens here:.....

.....

Please detail the names of first aiders here.....

.....

8. Is health and safety a standing agenda item at team meetings?

Yes  No

What date was this last discussed?.....

9. Are team specific risk assessments reviewed regularly (when any changes happen or annually?)

Yes  No  Date of last review.....

10. Have you undertaken health and safety for managers training? If so, what date was this undertaken?

Yes  No  Date .....

11. Do your team require lone working arrangements to be in place? If so, please detail what these are.

Yes  No  N/A

Details of lone working arrangements.....

.....

.....

.....

12. Have you undertaken Mental Health Lite training? Yes  No

Date.....

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Ensure strategic health and safety aims are communicated and embedded	<ul style="list-style-type: none"> <li>Revised strategy communicated</li> </ul>	<ul style="list-style-type: none"> <li>Strategy is understood and effectively implemented</li> </ul>
Policies, procedures, guidance and advice are regularly reviewed and are accessible to all staff	<ul style="list-style-type: none"> <li>Timetable for guidance revision in place and monitored.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance published on intranet in a timely manner and communicated effectively.</li> </ul>

## Theme 2: Competence

Objective	KPI	What success looks like
Ensure staff complete specific training relating to specific risks	<ul style="list-style-type: none"> <li>Online training to be completed</li> </ul>	<ul style="list-style-type: none"> <li>90% of all staff have completed on-line mandatory Fire Safety, Manual Handling and Risk Management training</li> </ul>
Providing managers and staff with appropriate health and safety training to enable them to manage the risks within their own work areas	<ul style="list-style-type: none"> <li>Online training to be completed</li> <li>Health and safety for managers training sessions to be run</li> <li>Training sessions held in relation to managing violence and aggression and diffusing difficult situations</li> </ul>	<ul style="list-style-type: none"> <li>90% of all staff have completed on-line mandatory health and safety training</li> <li>75% of managers to have completed health and safety for managers training</li> <li>90% of staff have completed training</li> </ul>

## Theme 3: Risk Management (to improve the control of risks and ensure continuous improvement in health and safety standards)

Objective	KPI	What success looks like
Ensure key risk areas of the ICB's activities are identified and audited	<ul style="list-style-type: none"> <li>High risk areas to be identified and risk assessments carried out which include appropriate mitigation</li> </ul>	<ul style="list-style-type: none"> <li>90% completed home DSE risk assessments</li> <li>PAT testing completed in line with agreed intervals</li> <li>Adequate numbers of trained first aiders and fire wardens available during core hours and contact details available to all staff</li> <li>Personal Emergency Evacuation Plans in place for relevant staff</li> <li>Building emergency evacuation exercises undertaken at agreed intervals</li> <li>Staff aware of location of first aid boxes known and boxes stocked appropriately</li> </ul>

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		<ul style="list-style-type: none"> <li>Evacuation aid training undertaken and refreshed at agreed intervals</li> </ul>
<b>Objective</b>	<b>KPI</b>	<b>What success looks like</b>
Measuring and reviewing health and safety performance to ensure standards are being met and maintained	<ul style="list-style-type: none"> <li>Annual audit and evaluation carried out, and improvements implemented</li> </ul>	<ul style="list-style-type: none"> <li>Relevant standards being met or robust action plans in place to ensure future compliance</li> <li>Lessons learnt reported on, actions implemented and learning shared</li> <li>Annual audit and evaluation carried out, and improvements implemented</li> </ul>
Reporting, recording and investigation of accidents, incidents and near misses	<ul style="list-style-type: none"> <li>Reporting, recording and investigation of accidents, incidents and near misses</li> </ul>	<ul style="list-style-type: none"> <li>All RIDDOR events reported and investigated</li> <li>Database of accidents, near misses and health and safety incidents, including instances of violence and / or aggression maintained and updated.</li> </ul>

#### Theme 4: Involvement and Communication

<b>Objective</b>	<b>KPI</b>	<b>What success looks like</b>
Promote and encourage participation, support initiatives that enhance occupational health and wellbeing	<ul style="list-style-type: none"> <li>Staff considered as key stakeholder in matters relating to health, safety and wellbeing.</li> <li>Participation in wellbeing initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Proactive and regular engagement with staff in matters relating to health, safety and wellbeing.</li> <li>Staff encouraged to participate by all levels of management including providing protected time as appropriate</li> <li>Programme of staff health and wellbeing events in place, which tie in with national initiatives where appropriate</li> <li>Staff consulted as key stakeholders during the draft or revision of corporate health and safety policies, risk assessments or changes to working practices.</li> <li>Staff actively encouraged to raise suggestions for initiatives or areas for improvement</li> </ul>
<b>Objective</b>	<b>KPI</b>	<b>What success looks like</b>

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Providing an annual performance report to review the suitability, adequacy and effectiveness of the health and safety management system	<ul style="list-style-type: none"> <li>• Mechanisms in place for annual reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage increased reporting of incidents (including those involving violence or aggression and near misses)</li> <li>• Annual report to Board</li> </ul>
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### Appendix 3 – NHS Herts and West Essex ICB Equality Impact Assessment Screening Form

Very occasionally it will be clear that some proposals will not impact on the protected equality groups and health inequalities groups.

Where you can show that there is no impact, positive or negative, on any of the groups please complete this form and include it with any reports/papers used to make a decision on the proposal.

<b>Name of policy / service</b>	Health and Safety Policy
<b>What is it that is being proposed?</b>	Hertfordshire and West Essex ICB is committed to ensuring the health, safety and welfare of its employees, clients, patients, students, contractors, visitors and members of the general public as a matter of prime importance and will, <b>so far as is reasonably practicable</b> , establish procedures and systems necessary to implement this commitment and to comply with their statutory obligations under Section 2 of the Health and Safety at Work etc Act 1974.

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<p><b>What are the intended outcome(s) of the proposal</b></p>	<p>In order to provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The ICB will pay particular attention to ensuring that:</p> <ul style="list-style-type: none"> <li>• Safe systems of work are set and followed;</li> <li>• A safe working environment without risks to health is maintained;</li> <li>• There is provision of adequate welfare facilities;</li> <li>• There is provision of sufficient training, instruction, supervision and information to enable all employees to contribute positively to their own safety and health at work and to avoid hazards and control risks;</li> <li>• Plant and equipment are safe;</li> <li>• There are safe arrangements for the use, handling, storage and transport of articles, materials and substances;</li> <li>• There is safe access and egress.</li> </ul>
<p><b>Explain why you think a full equality impact assessment is not needed</b></p>	<p>The policy will not impact any protected equality group</p>
<p><b>On what evidence/information have you based your decision?</b></p>	<p>Equality Act 2010 - HWE ICB comply with the Equality Act (2010) and Public Sector Equality Duty (2011) and as such recognises that some individuals with protected characteristics may need additional support to understand, interpret and implement this Policy. The ICB relevant ICB team will respond to any direct or indirect request for support in relation to this policy to meet the needs of individuals where their Equality Act protected characteristic requires adjustments to be made to ensure equity of outcome, which will include clarification and translation.</p>
<p><b>How will you monitor the impact of policy or service?</b></p>	
<p><b>How will you report your findings?</b></p>	<p>Via annual H&amp;S audit (internal and external) and annual report to Board.</p>

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Having considered the proposal and sufficient evidence to reach a reasonable decision on actual and/or likely current and/or future impact I have decided that a full equality impact assessment is not required.	
Assessor's name and job title	
Date	

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