



London Ambulance Service **NHS**
NHS Trust

Health & Safety Organisation - Policy Statement

DOCUMENT PROFILE and CONTROL.

Purpose of the document: to ensure that the LAS fulfils its statutory duties under the Health and Safety at Work Act 1974 and regulation to its staff

Sponsor Department: Health, Safety and Security

Author/Reviewer: Health & Safety Manager. To be reviewed by November 2019.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
13/12/16	2.0	IG Manager	Document Profile and Control update
21/11/16	1.3	Health & Safety Manager	Updated Implementation Plan, and minor amendments to include CAS alerts
11/11/09	1.2	Snr. Health and Safety Advisor	Revised format, added scope,
15/09/08	1.1	Snr. Health and Safety Advisor	Added monitoring

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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The Pulse (v3.0)	15/12/16	Governance Administrator	G&A
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The RIB	20/12/16	IG Manager	G&A
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Staffside reviewed on	By

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Health & Safety at Work Act 1974	
	Management of Health and Safety Work Regulations 1999	
	Reportable Incidents, Diseases and Dangerous Occurrence Regulations - (1995)	
	Health & Safety Guidance – HS(G) 65(6) (<i>Successful Health and Safety Management</i>)	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

The London Ambulance Service NHS Trust, (LAS) has statutory duties under the Health and Safety at Work Act 1974. The Act places specific responsibilities on an employer to provide a safe working environment for not only its staff, but any other individual (including patients) who is affected by the work of the organisation. Further legislation complements the Health and Safety at Work Act, in the form of Regulations.

The Trust recognises the importance of providing a safe working environment to its staff, patients and other members of the public who come into contact with the organisation. The Trust will ensure that specific responsibilities are fulfilled by carrying out as appropriate risk assessments of the organisation's activities; controlling relevant identified hazards; providing information; training and instruction to allow staff to carry out their duties safely, and auditing systems to ensure policies and procedures have been implemented.

This document is intended to cover all staff within the Trust.

2. Scope

This document sets out key Health and Safety responsibilities of management and staff within the LAS, in conformance with Health and Safety Guidance 65.

3. Objectives

1. To carry out assessments of all relevant risks known to the Trust and to minimise those risks to an acceptable level.
2. To ensure adequate information, training, instruction and supervision are provided to staff, to enable them to be competent and able to carry out their duties safely.
3. To ensure systems are in place to consult on Health and Safety issues between managers and staff representatives.
4. To ensure that staff at all levels are encouraged to contribute to Health and Safety Policies and Procedures and provide input to the relevant Health and Safety Groups.
5. To ensure incidents are thoroughly investigated and reported.
6. To ensure the provision of a safe working environment and equipment that is suitable and fit for the intended purpose.

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4. Responsibilities

Key responsibilities and duties of the post holder can be found in sections 4.1 to 4.9.

Key responsibilities of the Health and Safety Committees can be found in sections 8.0 to 8.6.

Organisation - Responsibilities

4.1 Chief Executive

The Chief Executive is ultimately accountable for the effective implementation of this policy under the Health and Safety at Work Act 1974. The Chief Executive has delegated this responsibility to the Director of Corporate Governance/Trust Secretary for co-ordination and implementation of the Health and Safety Policy. All managers are accountable for Health and Safety within their areas of responsibility ensuring that this is developed through their line management structure.

4.2 Executive and Other Directors

The Executive Directors and, where appropriate, other Directors are responsible for the effective implementation of the Health and Safety Policy in all areas under their control. For effective management this role will be devolved to managers in each Department/Area. Each Director shall include and specify Health and Safety responsibilities within the managerial job descriptions and appraisals of all managers under their control.

4.3 Head of Department/Deputy and Assistant Directors of Operations/Appointed Senior Manager

- Have ultimate responsibility within their Department/Area of responsibility for ensuring that the Trust's Health and Safety Policy and National and NHS initiatives/targets are fully complied with and implemented
- Chair quarterly Department/Local sector Health and Safety meetings as required
- Interpret any identified trends from the quarterly Health and Safety statistics and take action as required
- Set and monitor key Health and Safety objectives for all managers within the Department/Sector
- Adopt a lead risk assessment role for all proposed projects

- Monitor management and staff attendance at Health and Safety training courses
- Promote a positive and proactive culture of Health and Safety awareness within their area of responsibility

4.4 Logistics Manager Education Manager/Transport Services Department Head

As the nominated lead Officer for co-ordinating Health and Safety within the designated area will: -

- Monitor and advise the Group Station Manager (GSM)/Transport Services Operations Manager and other Managers on the implementation of the Trust's Health and Safety Policy, National and NHS initiatives/targets
- Facilitate, co-ordinate and adopt a lead role as required for local Health and Safety Risk Assessments, including proposed projects
- Monitor incident reporting trends and appropriate investigation and follow up.
- Advise Quality Governance and Assurance Manager (QGAM)/Group Station Manager (GSM)/Transport Services Operations Managers to remove immediately from service, following awareness, any identified defective medical or other equipment
- Monitor Clinical Education and Standards record of Health & Safety Training Courses
- Maintain a professional link with the Trust's Health, Safety and Security Department
- Monitor and promote a culture of Health and Safety awareness within the Department/designated area
- Monitor implementation and compliance of personal Safety & Risk Portfolio Audits
- Ensure that following the failure of a specific piece of equipment, all attachments associated with the equipment are also retained for inspection to assess the root cause of the failure. (For example: should a defibrillator malfunction, leads, electrodes, ECG traces and memory card must be retained intact.)
- Ensure findings from inspections/reports are fed back to the appropriate meetings – e.g. Clinical Risk, VEG, etc.

4.5 Quality Governance and Assurance Manager (QGAM)/ Transport Services Department Operations Manager/Senior Manager

- Have responsibility for ensuring that the Trust's Health and Safety Policy, National and NHS Safety and Risk Management

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initiatives/targets are fully complied with and implemented within their Sector.

- Chair local Health and Safety meetings
- Ensure the investigation and follow-up of all untoward incidents
- Ensure the collation, monitoring, grading and investigation, as required, for all incident reports
- Ensure the Health, Safety and Security Department is notified via the electronic online form of all RIDDOR incidents (Reporting of Diseases and Dangerous Occurrences Regulations) incidents
- Undertake and adopt a lead role, as required, on all station/unit Health & Safety Risk Assessments
- Support staff following an industrial injury or an incident involving physical/verbal assault
- Remove immediately from service and inform the Logistics Manager of any identified defective medical or other equipment
- Undertake and follow up quarterly premises inspections, signing them off and resolving, where possible, matters locally or informing other appropriate departments e.g. Estates/Logistics etc.
- Promote a positive and proactive culture of Health and Safety awareness amongst staff
- Ensure vehicles and equipment are clean and Infection Control Policy implemented

4.6 Group Station Manager (GSM)

- Assist in the implementation of the Trust's Health & Safety Policy, National and NHS initiatives/targets within their area of control
- Undertake, or assist with, the investigation and follow-up of all reported untoward incidents (including slips, trips and falling hazards)
- Support staff following an industrial injury or physical/verbal incident
- Remove immediately from service and inform the Logistics Manager of any identified defective medical or other equipment
- Promote a positive culture of Health and Safety awareness amongst their team / staff

4.7 Clinical Team Leader (CTL) / Transport Services Operations Manager

- Assist the Group Station Manager (GSM) / Transport Services Manager in the implementation of the Trust's Health and Safety Policy, National and NHS initiatives/targets within their area of control
- Undertake, or assist with, the initial investigation, grading and follow-up of all reported Clinical and Untoward Incidents (including slips, trips and falling hazards)
- Undertake, or assist as required with Health & Safety Risk Assessments
- Support staff following an industrial injury or physical/verbal incident

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- Remove from service and inform the Logistics Manager as soon as possible of defective medical or other safety equipment
- Promote a positive culture of Health and Safety awareness amongst their staff/team

4.8 Employees

All employees must;

- Take care of their own Health and Safety and that of any other person who may be affected by their acts or omissions. This includes operational staff supervising patients at all times in respect to preventing and managing slips trips and falls.
- Comply with the safe systems of work and the Health and Safety information, instruction, training and supervision provided by the LAS
- Attend, as required, Health and Safety training sessions
- Use, as required, all provided personal protective equipment and clothing, specified safe systems of work, specific safety equipment, identified control measures etc. provided by the employer
- Report and record any unsafe practices, or workplace hazards (including slips, trips and falling hazards).
- Ensure all incidents are promptly recorded in accordance with the Trust's incident reporting policy
- Promote and encourage health and safe working within the Trust
- Cooperate with other emergency services and authorities to comply with safety requirements.

4.9 The Head of Health, Safety and Security, the Health & Safety Manager the Health & Safety Officer, and the Health & Safety Practitioner

- Provide advice throughout the organisation on matters relating to Health and Safety
- Design, facilitate and evaluate Health and Safety training programmes for all staff groups, in conjunction with Clinical Education and Standards
- Co-ordinate and advise as required on all Corporate Health and Safety Risk assessments
- Provide advice on the purchase, use and maintenance of all work equipment across the Trust
- Consult and liaise with appropriate managers and staff representatives in the planning and design of all projects, to ensure due consideration is given to Health and Safety
- Develop, implement and review Health and Safety Policies and Procedures

- Develop and implement auditing systems to monitor compliance with Health and Safety Policies and Procedure
- Monitor and analyse all reported incidents, level of industrial injury absence, near misses and reporting trends on a quarterly basis
- Liaise and co-ordinate with outside agencies, stakeholders and consultancies HSE and Medicines and Healthcare Products Regulatory Agency (MHRA) (previously MDA) etc, in matters relating to Health, Safety and Risk
- Encourage and promote a positive Health and Safety culture within the organisation
- Ensure Health and Safety Policies and Procedures are periodically reviewed and updated

5. Planning and Implementation

5.1 A key part in instilling a Health and Safety culture in the organisation is the planning and implementation of Health and Safety Policies and Procedure. In order to achieve this aim the LAS will identify, eliminate or control as required, any identified hazards and risks.

6. Risk Assessment

6.1 It is a statutory requirement for the LAS to undertake assessments of all foreseeable risks that may affect the Trust. Risk assessments will be undertaken by a combination of identified management Heads/leads and staff side representatives, with the results of those assessments made known to staff across the organisation.

6.2 Amongst the risks that will be assessed are to be;

- Manual Handling
- Violence
- Hazardous Substances
- Display Screen Equipment/Users
- Work Equipment
- Work Places
- Personal Protective Equipment (PPE)
- Fire Precautions
- Stress Management
- Slips, trips and falls (patients, staff and others)

6.3 As a result of undertaken risk assessments, appropriate control measures will be put in place to manage the risk. This may include:

- Providing further training, instruction and supervision to ensure that the procedure/equipment can be used without foreseeable risk of injury
- Redesigning the procedure or equipment
- Introducing a new piece of equipment to reduce the risk
- Ceasing the procedure or System of Work

6.4 Where appropriate, identified risks will be entered onto the Trust's Corporate or Local Risk Register in accordance with the Risk Management framework.

7. Training

7.1 The LAS will make provision for all staff to receive instruction and training to allow them to carry out their duties without risk of injury. Specifically, Health and Safety induction training will be provided to staff on joining the Trust. Appropriate on-going H&S training will be provided periodically to all staff. Training will be provided to managers to ensure they are able to fulfil their statutory responsibilities.

7.2 The LAS will appoint and train **competent persons** to advise the organisation on its statutory duties and best practice. The Trust will periodically use external consultants for obtaining specialist advice.

7.3 The training will be evaluated as part of the Training Needs Analysis, and revised on an annual basis.

8. Health & Safety Groups

8.1 Health and Safety Groups provide an important opportunity for all employees, via their Health and Safety Representatives, to reach a consensus with management about Health and Safety in the LAS. The Sector, Transport Services, HQ, Training, Logistics and Estates Groups provide a forum for local discussion. Conclusions from these meetings will be forwarded initially to H&S OPF prior to being discussed at the Corporate Health and Safety Committee.

8.2 Sector Health and Safety Groups – including EOC, Logistics & Clinical Education and Standards

Sector Health and Safety Group meetings should be held in the weeks leading up to the Corporate Health and Safety Committee meeting. Unresolved issues can be referred to the H&S OPF prior to being discussed at the Corporate meeting. The Manager chairing the meeting should forward copies of the minutes to the Health, Safety and Security department.

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Items for inclusion on the agenda should include;

- Previous minutes, including any specific items raised by the previous Corporate Health and Safety Committee Meeting
- Station Meetings (reports reviewed)
- Outstanding local Health and Safety issues
- Risk assessments for proposed new projects
- Quarterly statistical reports from the Health, Safety and Security Department on levels of incident reporting and industrial injury absence (analysis)
- Draft or ratified Health and Safety Policies and Procedures
- Ratified Policies and Procedures
- Items to be forwarded to the Corporate Health and Safety Committee
- Premises Inspections reports (including slips, trips and falling hazards).

Membership of Sector/EOC/Clinical Education and Standards should include:

Chairperson (Assistant Director of Operations)	(1)	
Health and Safety Staff Side Representatives	(1/+)	
Quality, Governance and Assurance Manager	(1)	
Group Station Manager	(1)	
Health& Safety Advisor	(1)	
Head of Transport Services		(1)
Fleet Management Representative *	(1)	
Estates Representative *	(1)	
Training Representative	(1)	
Human Resources Advisor	(1)	
Logistics Management Representative	(1)	
I M&T Representative (EOC only)	(1)	

NB Additional members may be seconded, where specific items relevant to their area of interest or expertise arise.

- * Fleet & Estate Management Representatives will attend for specific agenda items only.

8.3 Station/Group Meetings

Station/Group meeting agendas must include Health and Safety. Health and Safety items that cannot be resolved at this level should be referred to the Chair of the Sector Health and Safety Group (or equivalent forum).

8.4 Transport Services Health & Safety Group

Transport Services Health and Safety Group meetings should be held in the weeks leading up to the Corporate Health and Safety Committee meetings in order that unresolved issues can be referred to the H&S OPF prior to being discussed at the Corporate meeting. The manager chairing this meeting should forward copies of the minutes to the Health, Safety and Security Department. The Transport Services Health and Safety Group meeting may form part of the regular Transport Services Operational Partnership Forum.

Items for inclusion on the agenda should include;

- Review previous minutes, including any specific items raised by the previous Corporate Health and Safety Committee meeting
- Reports received from Transport Services contract meetings
- Outstanding Health and Safety issues
- Review quarterly statistical reports from the Health, Safety and Security Department on levels of Incident reporting and industrial injury absence
- Draft Health and Safety policies and procedures
- New Policies and Procedures and Health and Safety Bulletins
- Items to be forwarded to the Corporate Health and Safety Committee
- Premises Inspections reports (including slips, trips and falling hazards).

Membership of the Transport Services Health and Safety Group should include:

Head of Transport Services(1) - chair	
Operations Managers	(All)
Fleet Management Representative	(1)
Estates Representative	(1)
Health & Safety Staff Side Representative	(one per Com. area)

NB Additional members of Transport Services management may be seconded where specific items relevant to their area of interest or expertise arise.

8.5 Fleet and Logistics Health and Safety Group

The Fleet Health and Safety Group meets, on a quarterly basis, in the weeks leading up to the Corporate Health and Safety Committee meeting.

This is in order that outstanding issues can be brought to the H&S OPF prior to being discussed at the Corporate meeting. Minutes of the meeting will be held in the Fleet and Logistics Support Department, with an additional copy held by the Health, Safety and Security Department.

Items for inclusion on the agenda should include;

- Review previous minutes, including any specific items raised by the previous Corporate Health and Safety Committee meeting
- Review of quarterly statistical accident and incident reports and any subsequent investigations that have been undertaken
- Progress of outstanding actions from workshop premises inspections
- Risk assess review of proposed projects
- Vehicle maintenance or servicing issues with Health and Safety implications
- New Policies, Procedures and Health and Safety Bulletins
- Items to be forwarded to Corporate Health and Safety Committee
- Workshop Inspections reports (including reported slips, trips and falling hazards).

Membership of the Committee/Group should include;

Fleet Managers (Chairperson) (1)
Fleet Support Managers (2)
Logistics Managers (1)
Workshop Representatives (3)

NB Additional members may be seconded (i.e. Health and Safety Manager) where specific items relevant to their area of interest or expertise arise.

8.6 Corporate Health and Safety Committee

Membership;

Director of Corporate Governance/Trust Secretary (Chair)
Director of HR (deputy Chair)
Head of Health, Safety and Security
Health, Safety and Security Practitioner
Health and Safety Manager
Health and Safety Officer
Staff side representatives
Deputy Director of Operations
Assistant Director of HR – health & wellbeing
Head of Governance and Assurance
Head of Legal Services.

Other functional leads are invited to attend, including the Head of Transport Services, Assistant Director of Fleet & Logistics, Head of Estates.

The Trust's Corporate Health and Safety Committee has a vital role in ensuring that the Health and Safety Policy is acted upon.

Terms of Reference

The joint Health, Safety and Risk Consultation structure provides access from local and Sector levels to the Corporate Health and Safety Committee which reports on the coordination and implementation of the Health and Safety strategy on behalf of the Risk Compliance and Assurance Group.

Its responsibilities are;

- To contribute to the development of the Risk Management Strategy, promote a positive Service-wide Health and Safety culture and actively promote best practice
- To approve the planned implementation of Health and Safety Policies and Procedures
- To ratify Health and Safety Policies and Procedures
- To monitor the organisation's overall performance in relation to Health, Safety and Security Management and where appropriate recommend actions to be taken
- To review and monitor the effectiveness of Health and Safety training
- To receive reports from the Sector and HQ(Committee/Group)
- To provide regular reports to the Risk Compliance and Assurance Group for onward assurance to the Executive Leadership Team and the Trust Board on Health, Safety and Security issues
- To review quarterly Health and Safety statistics and to recommend appropriate action
- Oversee and monitor the progress of equipment trials specifically related to Health and Safety
- To coordinate all relevant information on Health, Safety and Security issues and promote effective communications.

9. Health and Safety Union Representation

9.1 Health and Safety representatives must be nominated by a recognised Trade Union, and should have worked for a minimum of 2 years in the Trust or a similar organisation. They should possess or be in the process of working towards recognised Union competency certification. Only Trade

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Union registered Health and Safety representatives are able to represent staff.

- 9.2 Each Sector or equivalent group will nominate one Health and Safety representative, as a member of the Corporate Health and Safety Committee.

10. Other Representation

- 10.1 Representatives should give proper consideration to views and recommendations. They should also have gained the necessary expertise, to provide accurate information to the Committee on organisational policy, operational needs and on technical matters in relation to premises, vehicles, plant, machinery and equipment.
- 10.2 Chairs and the nominated Logistics Management Representative will receive relevant Health and Safety training to ensure they are competent to undertake their roles.
- 10.3 The role of all representatives is to actively promote and work to achieve a safer working environment. It is the responsibility of staff representatives to report to those they represent, issues under consideration, and decisions taken.

11. Communication and Publicity

- 11.1 Each Group chairperson should ensure there is;
- Effective publicity of the Group's decisions, ensuring that minutes are posted in work areas where staff are able to gain access (preferably on a Health and Safety notice board)
 - Adequate opportunity in the sectors and headquarters for employees to raise items for the agenda
 - Encouragement to a wide range of staff to be involved in Health and Safety Posting of notices stating the composition of the safety group and whom they represent

12. Central Alerting System (CAS)

- 12.1 The Central Alerting System (CAS) is a web based system to ensure appropriate actions are taken on receipt of an alert. The Health & Safety Manager is the Trust's nominated CAS officer, who will receive and manage CAS on behalf of the Trust. The alerts handled by the CAS Officer comprise of the following:
- Medical Device Alerts;

- Patient Safety Alerts;
- Estates and Facilities Alerts and Notifications;
- Supply Disruption Alerts;
- Drug Alerts (these go directly to the Medical Directorate and are the responsibility of the Medicines Safety Officer);

Alerts and Notifications require an initial response within two days of issue

13. Performance Monitoring

131 In order to measure Health and Safety performance the Trust will implement auditing systems. Issues to be addressed in Health and Safety Audits will include:

- Numbers and types of Health and Safety incidents/standards investigation and trends
- Issues raised at Health and Safety Group meetings
- Lost time incidents (staff absence due to industrial incidents)
- Medical retirements relating to Health and Safety
- RIDDOR reportable incidents
- Specific incidents relating to Fleet and Logistics /Estates/Operations/Contractors etc.
- Premises inspections
- Correct use of PPE
- Correct use of work equipment and applications of safe systems of work
- Vehicle accidents, RTAs
- Clinical risk and infection control

13.2 The Trust will encourage staffs' involvement in the monitoring process. This may take the form of staff surveys and ride outs with crews, to discussions with staff on Health and Safety concerns.

13.3 All managers will be given specific objectives to achieve and manage Health and Safety.

14. Audits/Reviews

14.1 The on-going appraisal and review of policy arrangements will take place, to ensure the continual improvements in Health and Safety performance throughout the organisation.

14.2 An audit programme will be developed for the organisation. Findings of the audits and Incident data will be reported annually to the LAS Trust Board.

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IMPLEMENTATION PLAN				
Intended Audience	All LAS Staff			
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.			
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.			
Training	As covered in section 7			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Attendance at H&S Groups	Quorate conditions at meetings	To be raised when papers written for the Corporate H&S Committee (e.g. group meeting attendance raised at sector meeting)	Corporate H&S Committee	Discussion at Corporate H&S Committee and through local H&S groups