

Occupational Health, Safety and Welfare



Frimley Park Hospital



Heatherwood Hospital



Wexham Park Hospital

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A Message from the Chief Executive Officer

The purpose of this booklet is to introduce new employees to the arrangements made by the Trust to manage Occupational Health and Safety.

We want to ensure that you work in a safe and healthy working environment and we will do all we can to achieve this.

I believe that the work we do should not present any risk of injury and that accidents can be avoided. However, improving health, safety and wellbeing requires commitment and effort by all of us.

As an employee you have a duty to take reasonable care of your own Health, Safety and wellbeing and you are required to follow the Trust's established Occupational Health and Safety procedures.

I hope the information in this booklet will be of interest and help eliminate poor health and safety practices.

Neil Dardis
Chief Executive Officer



The Trust's duty to maintain Health and Safety standards

The Health and Safety at Work etc. Act 1974 applies to all workplaces and sets out wide ranging duties that make us all responsible for Health and Safety.

The Trust is required to ensure that all aspects of the workplace and any equipment and chemicals used are safe. Where necessary, methods of working should be established, and training given to allow you to do your job safely.

You are also entitled to safe, healthy working conditions and adequate welfare facilities.



What are your duties?

As an employee you have a duty to take reasonable care of your own Health and Safety and to consider the safety of others affected by your activities.



You must follow safety procedures and not interfere with any safety equipment, such as machine guarding. If you are provided with personal protective equipment, e.g. gloves or safety shoes, you must wear them and report any defects that you may find.

Of course, you should always follow what you are trained and instructed to do. However, if you discover any Health and Safety problems then these must be reported to your line manager immediately.

Managing Safely

Health and Safety is an essential part of any business and must be managed just like any other function. To achieve this there is a chain of responsibility. The Chief Executive has overall responsibility for Health and Safety. The Director of People manages the Health and Safety functions as well as Occupational Health. However, each Director is required to implement the Trust's Health and Safety Policy.

Day to day responsibility for Health and Safety matters within your department rests with your local Manager or Head of Service, who are required to ensure you receive a local induction covering all relevant aspects of Health and Safety. Your Manager will be guided by key Health and Safety personnel such as the Head or Deputy Head of Occupational Health and Safety, the Health & Safety / Manual Handling and Fire Safety Advisors.

The Trust Health and Safety Policy

This is a document we are required by Law to have in place. It sets out the arrangements that the Trust has developed to manage Health and Safety effectively. It informs staff that the Trust intends to provide a safe environment for anyone on its premises. It outlines the duties that everyone working on Trust premises must comply with, including the Chief Executive and Trust Board, the Defence Medical Group South East (DMG (SE)), voluntary staff and contractors. Clinical Directors must also ensure that medical staff, carry out their duties in accordance with the Policy.

Managers are required to inform staff about the contents of the policy and to pass Health and Safety information on to all their staff, and other site users. Everyone must take care of their own Health and Safety. You must attend any relevant training and comply with all safe working practices.

If you manage any contractors, you must inform them about any Health and Safety procedures relevant to their work and workplace. They may also be required to have their own policy and safe working procedures for the tasks being undertaken.

The Trust is host for the Defence Medical Group South East (DMG (SE)), and they are expected to comply with the Trust's Health and Safety Policy and Procedures.

Copies of all Health and Safety policies and guidance notes are available on the Occupational Health and Safety site on Ourplace.

Consultation with employees

Full consultation with all employees is essential to improve Health and Safety standards.

The Health, Safety and Environment Committee (HSEC) is responsible for monitoring Health and Safety across the Trust. The committee meets on a quarterly basis and provides reports to the Trust Board. Its members have a duty to keep staff informed about Health and Safety matters.

Representatives on the Committee include Departmental Managers and members of staff, several of whom are appointed Trade Union Representatives.



Each Manager is required to appoint a Health and Safety Link, a Manual Handling Link, and a Fire Warden. If you have any Health and Safety queries your line Manager or the relevant Link should be the first person you contact.

Occupational Health

The Occupational Health Department provides and strives to promote the welfare of all staff working for Frimley Health NHS Foundation Trust. Services that are available range from:

- Occupational Health advice and health promotion
- Pre-employment checks
- Skin care (e.g. dermatitis and latex allergy)
- Medical advice from a Consultant Occupational Health Medical Practitioner
- Vaccination programmes which aim to prevent work-related communicable diseases
- Flu vaccinations

You may be asked to attend the Department:

- When you start work
- For review of vaccination status
- In some cases, as a result of sickness absence or following an accident / incident at work

You may contact the Occupational Health Department to receive confidential advice on a range of work-related issues.

Heatherwood and Wexham Park: 0300 615 4760
Frimley Park: 01276 604051

Needle stick Injuries

Anyone who has a needle stick injury must attend Occupational Health as soon as possible.

The risk assessment forms, a flow chart outlining how to manage an incident and general guidance can be found on the intranet.

An RL6 accident / incident reporting form must also be completed.

The injury must immediately be bled, washed, and reported to your Manager. You must then contact the Occupational Health Department immediately. If the injury occurs out of normal office hours you should attend the Emergency Department, but you must contact Occupational Health as soon as possible on the next working day to ensure that contact tracing is carried out. It is important to act immediately as you might need post exposure prophylaxis (PEP) which should be commenced within one hour.

Risk Assessment

Under the Management of Health & Safety at Work Regulations 1999 employers are required to make 'suitable and sufficient' risk assessment of the risks (including Covid 19) to employees and others who may be affected by their work or business.

Risk Management:

The identification, evaluation, control and review of risks

Hazard:

Something that has the potential to cause harm

Risk:

The chance of something happening that will have an impact on activities

"Risk is the likelihood and severity of harm or loss occurring. Risk affects all activities across the Trust i.e. staff, patients, finances, premises, reputation etc."

The risk assessment form for Health and Safety and Covid 19 is available on the Covid 19 homepage and, also, on the Occupational Health and Safety homepage on the intranet.

When completing your risk assessment don't forget to think about:

- Young workers, trainees, people with disabilities and new and expectant mothers – these staff may be at particular risk
- Cleaners, visitors, contractors, maintenance workers, etc. who may not be in the workplace all the time
- Members of the public or people you share your working area with

This allows Managers to decide if enough has been done to prevent harm occurring or whether further measures need to be taken and to prioritise any work found.

If you are required to undertake risk assessments in key areas of Health and Safety, e.g. Manual Handling, you must use the relevant Trust risk assessment form and keep your records safe. You are also required to attend the relevant training programme.

Accident prevention and Incident reporting

To monitor our Health and Safety performance all accidents / incidents and any 'near misses' that present a danger must be reported immediately to your Line Manager and an accident / incident reporting form completed.

Why do we report accidents / incidents?

If we don't know what's wrong – how can we put it right?

Reporting allows us to:

- Monitor and evaluate patient care
- Analyse trends
- Learn from accidents, incidents and near misses and prevent by eliminating the causes
- Provide formal documentation to assist in the management of complaints, claims and investigations by statutory bodies

All accidents / incidents and near misses must be reported, without delay, using RL6.

When completing the online accident form please bear in mind:

What, where, when, and how it happened?

What action was taken or proposed?

What impact did the event have?

Were there factors that could have minimised the impact of the event?

Forms must be completed fully, and all information recorded must be fact not opinion. Ensure that any action(s) recommended is / are implemented immediately and that this is documented.

It is the Managers responsibility to log onto RL6, review the incident and commence any necessary investigation. They will seek / provide advice and escalate as appropriate.

On completion of the investigation the Manager must record 'actions taken' and 'lessons learnt' on RL6 and provide feedback to the reporter of the incident.

Why do we investigate accidents / incidents?

- To prevent future accidents by identifying and eliminating the causes
- To defend civil claims for compensation
- Employers Liability insurers requirement (NHSLA)
- To demonstrate concern for people's safety
- There is a statutory duty, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), to report specific injuries and ill health to the Health & Safety Executive (HSE) - the report must include an account of the accident

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)

Death and Major Injuries

The list of major injuries reportable to the HSE is:

- Fractures (other than to fingers and toes)
- Amputations
- Permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns, including scalding (covering 10% of the body, or causing significant damage to the eyes, respiratory system, or other vital organs)
- Scalping (separation of skin from the head) which requires hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

Over Seven Day Injuries to Workers

If an employee is absent from work or is unable to perform their normal work duties (after an incident at work) for more than seven consecutive days (not including the day of the accident) this must be reported.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Injuries, to members of the public or people not at work, sustained on our premises through a work-related accident and the injury is specified in the above list must be reported.

Reportable Occupational Diseases

Employers must report diagnoses of certain occupational diseases where these are likely to have been caused by or made worse by work. These diseases include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational cancer(s)
- Any disease attributed to an occupational exposure to a biological agent

Dangerous Occurrences

Dangerous occurrences are certain, specified near-miss events. There are 27 categories of dangerous occurrences that are relevant to the majority of workplaces – for example:

- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- The accidental release of any substance which could cause injury to any person
- Plant or equipment coming into contact with overhead power lines

If you need to report a RIDDOR reportable accident / incident or require any further information on the above, please contact the Occupational Health and Safety Department at Heatherwood and Wexham Park Hospitals on extension 153192 or at Frimley Park on extension 136608.

Welfare at work

The Trust must provide, so far as is reasonably practicable, adequate, and appropriate welfare facilities for all staff whilst at work. Welfare facilities are those that are necessary for the well-being of staff such as washing, toilets, rest and changing facilities and somewhere clean to eat and drink during breaks.

- You should have enough space to work. Seats and desks must be the right size and appropriate for the job
- Floors should be kept clean and in good repair. Stairways should be fitted with guardrails and any floor openings must be properly covered and guarded. All fire escapes and means of exit should be well marked and kept clear
- Sufficient toilet accommodation with hand washing facilities must be provided and kept clean and an adequate supply of drinking water must also be available
- A comfortable working temperature must be provided, and action must be taken to avoid discomfort
- A good standard of lighting should be provided. Special attention must be given when doing close work, when using display screens (DSE), or machinery

Stress

Stress is defined, by the Health & Safety Executive as:

"the adverse reaction people have when excessive demands or pressures are placed on them"

The Health & Safety Executive management standards suggest that there are six areas of work that, may cause poor health, lower productivity, and increased sickness absence, if not properly managed. In other words, 'the standards' cover the primary sources of stress at work, which are:

- 1) **Demands:** this includes the workload, work patterns and the work environment
- 2) **Control:** how much say the employee has in the way they do their work
- 3) **Support:** the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- 4) **Relationships:** how the organisation promotes positive working to avoid conflict and dealing with unacceptable behaviour
- 5) **Role:** whether people understand their role within the organisation and whether the organisation ensures employees do not have conflicting roles
- 6) **Change:** how organisational change (large or small) is managed and communicated in the organisation

To prevent stress at work, managers are required to complete stress risk assessments on relevant individuals or teams. To help managers identify who may be affected Trust staff must make managers aware of any stress they might be suffering.

Further details about stress, including booklets for managers and employees, a flow chart to manage stress (and other significant wellbeing issues) can be found on the stress homepage on the intranet, together with various other available sources of help and advice.

Employee Assistance Programme

The Trust has an Employee Assistance Programme (EAP). The service is available 24/7 and is offered to all staff, including partners and dependent children (aged 16 to 24). It is provided by an independent company called Health Assured, who can provide help and support on a wide range of concerns including stress, anxiety, smoking cessation, alcohol consumption, personal and family issues.

Details of this scheme including how to access support may be found on the intranet by searching 'Health Assured'.

Slips, Trips and Falls



Employees within Health and Social care have the highest rates of injuries from slips, trips and falls.

It is, therefore, very important that appropriate action is taken to reduce this form of accident by measures such as absorbent (non slip) mats at entrances to prevent wet floors, prompt management of spillage, and warning notices and bollards when floor cleaning. If you have any concerns about these incidents, please raise them with your Manager / Health and Safety Link or the Occupational Health and Safety Team.

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the Trust to minimise the use of hazardous substances. So, an assessment must be carried out by the Manager or nominated lead of any chemicals used.

All persons using chemicals must ensure that they are used, handled, stored, and transported safely.



Substances have a warning symbol on them to identify that they are 'toxic, harmful, corrosive or irritant' etc.

One or more might appear on a single chemical.

Each workplace must have a list of hazardous substances used, the relevant Material Safety Data Sheet and a current risk assessment detailing the control measures required when using the substances including a record of any personal protective equipment e.g. gloves, goggles or aprons that may be necessary to be worn whilst using the substance and any special storage requirements.

Further information and guidance is available on the Occupational Health and Safety page on Ourplace.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require that workstations are assessed to ensure they are suitable for you to use. This will cover such things as the suitability of your chair, keyboard, and desk etc. and your working environment i.e. the suitability of lighting, noise, and temperature as well as your work routine, which should allow for adequate rest breaks and changes of activity.

Staff using visual display units for general office applications will receive induction for I.T. applications training before they can 'log on' to the hospital network. This is organised by the local area manager

If you are concerned about your workstation then please speak with your Manager or the Health & Safety Department who will help you carry out a workstation assessment.

The Trust provides assistance to obtain an eyesight test and corrective lenses for display screen equipment 'users'. Details of the Trust's scheme may be found on the intranet by searching DSE.

If you have any pre-existing medical condition aggravated by the use of a DSE you may contact the Occupational Health Department for further advice.

Dangers of Electricity

The Electricity at Work Regulations 1989 places duties on the Trust to:

- Determine the type of maintenance required to prevent danger from the electrical installation and all other electrical equipment
- Set up a system to ensure that maintenance is carried out by a competent person

Electrical equipment in the Trust should be tested as necessary. This is known as portable appliance testing (PAT) and a small sticker displayed on all electrical appliances stating the date of the last electrical safety test and when the next test is due. If there is any electrical equipment in your Department that has not been tested or is faulty you must inform your Line Manager immediately. Estates (Non-Clinical) and Medical Electronics (Clinical) are responsible for arranging for this testing to be carried out on a regular basis.

Dangerous equipment must be kept out of use until it is repaired by competent staff. It should be clearly labelled as defective and reported immediately.

Work Equipment and Machinery Safety

Work equipment (including second hand, hired and leased equipment) must not present a risk to Health and Safety.

Proper guarding of machinery is also required by Law even when any dangerous part of a machine is normally out of reach.

You must be trained to use any equipment provided, so you can operate it safely and if required to do so, carry out any routine maintenance without risk of injury.

Where necessary you must also use safety equipment, including personal protective equipment (PPE) provided.

If you have any concerns regarding machinery safety, then you must raise them with your Manager, or the Occupational Health and Safety Team.

Health & Safety signage

The Health & Safety (safety signs and signals) Regulations 1996 require employers to ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk. The other methods may include engineering controls or safe systems of work and may be required under other relevant legislation. Safety signs are not a substitute for those other methods of control.

In determining when and where to use safety signs, employers must take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999 (the Management Regulations). This assessment should identify hazards, the risks associated with those hazards, and the control measures to be taken. When those control measures have been put in place there may be a significant 'residual' risk such that employees must be warned of any further measures necessary. Safety signs should be used if they will help to further reduce this residual risk. If the risk is not significant there may be no need to provide a sign.

The Regulations cover a variety of methods of communicating health and safety information. The terms used in the Regulations mean the following:

(a) **safety and / or health sign** – a sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal.

(b) **signboard** – a sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram, which is rendered visible by lighting of sufficient intensity. In practice many signboards may be accompanied by supplementary text, eg 'Fire exit' alongside the symbol of a moving person.



prohibition sign – a sign prohibiting behaviour likely to increase or cause danger (eg 'no access for unauthorised persons'); no smoking



warning sign – a sign giving warning of a hazard or danger (eg 'danger: electricity')



mandatory sign – a sign prescribing specific behaviour (eg 'eye protection must be worn')



emergency escape, fire safety or first-aid sign – a sign giving information on emergency exits, first aid, or rescue facilities (eg 'emergency exit/escape route')



hand signal – a movement or position of the arms or hands giving a recognised signal and guiding people who are carrying out manoeuvres which are a hazard or danger to people

'Smoke Free site' Policy

Under Health and Safety legislation (Health and Safety at Work etc. Act 1974), employers have a responsibility to ensure that the working environment is safe, and free from risk to health.

Fact: Smoking is the greatest single cause of preventable illness and premature death in the UK'

Smoke Free Legislation: Health Act 2006

Smoking is not permitted by Law in any enclosed or substantially enclosed work and public place in England. This includes workplace vehicles and may include bus shelters if more than 50% is covered.

In addition, all Frimley Health sites have a voluntary request not to smoke anywhere in the grounds and this also includes the use of Electronic Cigarettes (also known as E-cigs or vaping).

All staff should ensure they are familiar with the policy and assist with enforcing the policy. Smokers should be politely approached, requested not to smoke, and directed off-site if they wish to continue smoking. There is no designated place on site to smoke, or to use electronic cigarettes.



Staff are not permitted to smoke whilst in uniform, or when representing the Trust. Smoking is only permitted offsite during official (unpaid) breaks and Managers will be required to take appropriate measures to ensure this is adhered to. (Guidance for managers - a flow chart to manage incidents and template letters available).

Support, advice on quitting and medication is available for smokers during their in-patient stay. A stop smoking adviser is available at the Frimley site. Clinical staff need to ensure that all patients who smoke are routinely offered nicotine replacement products (NRTs); information is available in ward 'resource' boxes. Currently E-cigs cannot be used at all due to safety concerns.

To refer patients to community services for support:

Frimley Park Hospital - via PAS

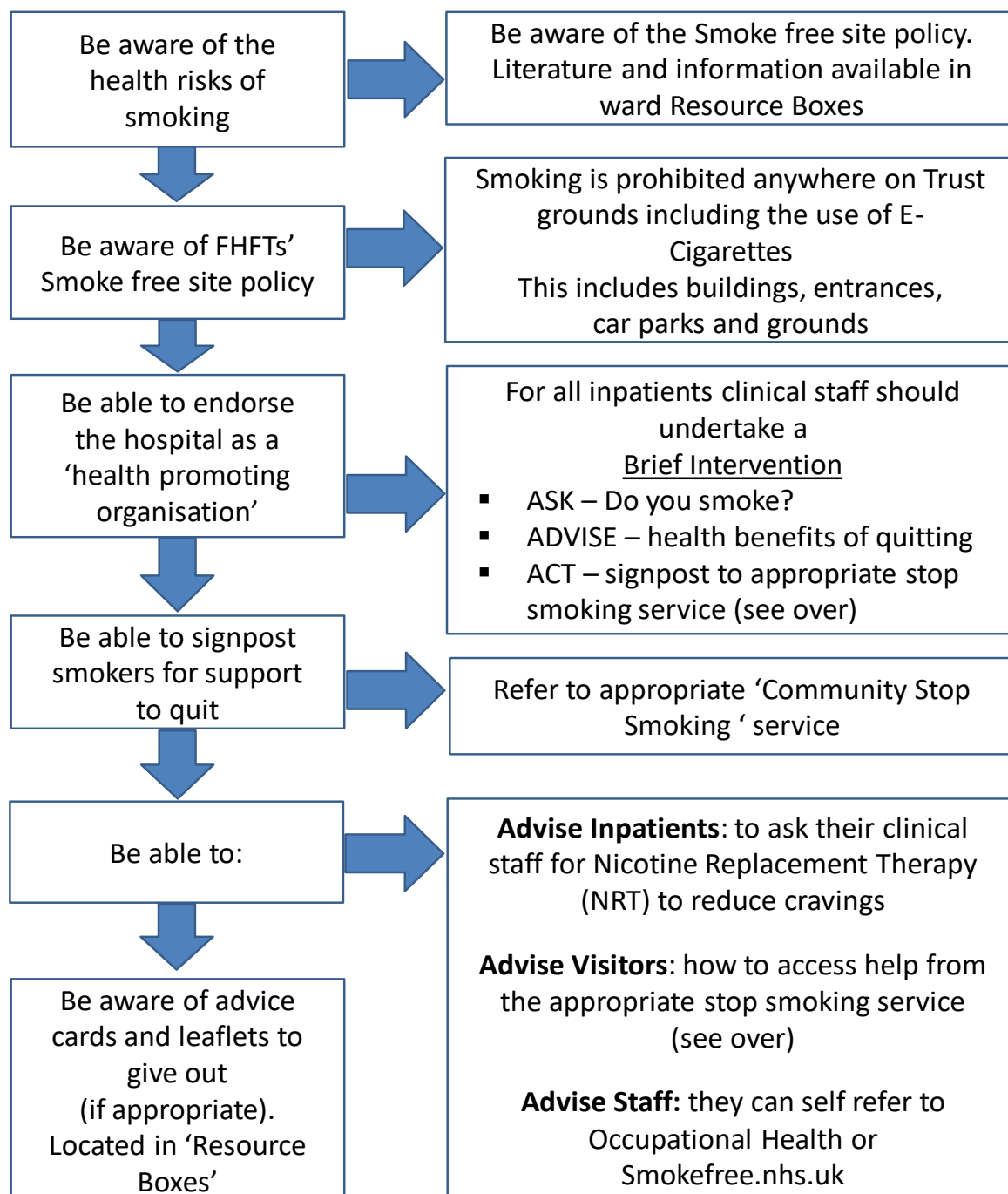
Wexham Park Hospital via ICE

Further advice for staff on giving up smoking is available from the Frimley Health Occupational Health Department, or NHS Smoking Helpline: 0300 123 1044 smokefree.nhs.uk

Cigarette smoke contains over 4000 chemicals (at least 50 are known to cause cancer)

Smokefree Site Policy

Responsibilities flowchart – All staff should:



FPH Hospital Smoking Cessation Advisor: 0300 613 6246 or Ext 136246 or Bleep 5245

Health and Safety Training

Appropriate training will be made available in accordance with the Trusts Learning and Organisational Development Department Training Policy. Managers must ensure that their staff receive relevant training. A wide range of training in Health and Safety is available for example:

Health & Safety, Manual Handling (theory and practical) and Fire (theory and practical) are covered on Trust Induction for all staff. non-clinical staff may undertake the e-learning induction on the Trust's microsite but must attend a Fire lecture in the classroom with the Fire Safety Advisor.

Working Safely for all staff including Managers, H&S Links and H&S Representatives: This course is mandatory for those who represent their departments on the Trust's Health, Safety and Environment Committee, Department Managers, staff who have any responsibility for H&S within their area of work or those who are Health and Safety Links. If you are required to undertake risk assessments (e.g. COSHH, Manual Handling) you must attend this course before doing so.

Fire Safety: Training is statutory and is provided for both clinical and non-clinical staff. However, clinical staff spend extra time training on patient evacuation. Training sessions are also held for Fire Safety Wardens, Incident Response Teams, etc.

Manual Handling: Training is mandatory for all members of staff; divided into patient facing (level 2), e.g. nurses, midwives, care assistants, etc. and non-patient facing (level 1), e.g. admin, housekeepers, etc. In addition, training is provided for Manual Handling Links. Theory training (level 1) must be completed three yearly online. The Practical session (level 2) must be attended once (usually on Induction) thereafter bespoke sessions and training on the ward / department will be organised by the Manual Handling Advisors.