

## Board of Directors (in Public)

### Item 5.6\*

**Subject:** Health & Safety Assurance Report  
**Date of Meeting:** Tuesday 28<sup>th</sup> July 2020  
**Prepared by:** Helen Martin, Risk and Safety Lead  
**Presented by:** Dr Margarita Perez-Casal, Director of Research & Innovation / Chief Risk Officer  
**Purpose of Report:** To Note

BAF Ref	Impact on BAF
1.1	None

#### 1. Executive Summary

In the United Kingdom, health and safety (H&S) is governed by a statute that was passed nearly 50 years ago. Whilst health and safety regulations have been added and amended, the basic premise of this law has remained the same.

The Health and Safety at Work Act 1974 (HSWA) states employers duties as:

- Ensuring the health and safety of employees who are at work by providing safe plant and equipment; safe use and handling of substances; information, instruction, training and supervision; safe workplace; good working environment, facilities and welfare arrangements
- Not placing people who are not at work but who may be affected by the Trusts undertaking, at risk to their health and safety.

Liverpool Heart and Chest Hospital (LHCH) has a long established Health and Safety policy which is supported and monitored by the Health and Safety Committee thus providing robust oversight.

During the Covid 19 pandemic, the health and wellbeing of staff has been maintained by rigorous adherence to national guidance and health and safety advice.

This report describes our systems and processes of assurance.

#### 2. Background

The Health and Safety policy at LHCH is constructed so as to comply with the requirements as laid down by the HSWA (1974).

It clearly states the roles and responsibilities for all levels of staff from the Chief

Executive to all employees and the function of the Health and Safety Committee.

It makes specific reference to those further regulations for which risk assessment is required, including but not exclusive to Control of Substances Hazardous to Health (COSHH), Display Screen Equipment (DSE), Fire Safety and Personal Protective Equipment (PPE) .

It places explicit emphasis on the responsibilities of employers in regards to risk assessment, control and monitoring of risk and the review of preventative and protective measures.

### **3. Health & Safety Assurance**

#### Statutory Health and Safety requirements

Leadership of H&S at LHCH is clearly set out in the H&S policy commencing with a policy statement by the Chief Executive. The statement provides a clear message of the importance of health and safety within LHCH and emphasis is placed upon the expectation that all staff will adhere to and comply with the policy's content.

Roles and responsibilities of those charged with leading H&S are clearly set out and provide specificity for the discharge of their duties.

These include the roles of but not limited to the Director of Research and Innovation (Executive Board Lead for H&S), the Divisional Heads of Operations, Ward and Department Managers and the Risk and Safety Lead.

Competent advice for other specialties with links to H&S, such as Occupational Health, Estates Management, Infection Control, Manual Handling, Radiation Protection Advisors, control of contractors and visitors to the site and Security are referred to within the policy and are available to all staff.

H&S is communicated to staff via mandatory and induction training, bulletins and alerts and risk assessments by managers. Currently 92% of staff are in date for H&S training which is slightly under target (95%).

#### H&S Committee

The H&S Committee is chaired by the Director of Research and Innovation. Membership of the committee is multidisciplinary incorporating staff from the clinical and non-clinical divisions, trade unions and those with specific competencies and responsibilities pertaining to H&S.

The Committee meets quarterly and is responsible for setting the strategic direction for H&S and providing an oversight of the work carried out as per H&S policy.

The work of the H&S Committee is monitored by the Risk and Corporate Governance Committee.

## **Internal Assurance**

### *Proactive*

A proactive approach to H&S is taken with annual inspections carried out in all areas across the Trust by the Risk and Safety Lead (appendix 1) commencing in January and running through until December each year. The results of these inspections are reported to the Managers of the areas and the H&S committee receives an annual summary report in January. Managers contact the Risk & Safety Lead to advise when the issues have been actioned. Issues identified are low level and are dealt with in the department. Any issue identified which, on risk assessment would score >10 would be escalated to the Divisional Head of Operations and the H&S Committee. The inspections are in addition to specific risk assessments undertaken as necessary. These risk assessments include Display Screen Equipment (DSE assessments) for individual members of staff, gravel car park risk assessment, Library during Cath lab building works and Maple Suite clean utility.

The Trust has an active membership of Institute of Occupational Safety and Health (IOSH). This allows networking with other H&S experts, Health and Safety Executive (HSE) and access to specific H&S advice.

### *Reactive*

H&S incidents that affect members of staff are followed up with a visit/phone call to the member of staff by the Risk and Safety Lead, who will offer advice, support and guidance as necessary. Of the 2113 incidents that were reported in 2019/20, 90 of these were H&S incidents, which equates to 4%. All the incidents involved members of staff. Slips, trips and falls is the identified theme however the incidents were all unrelated.

H&S incidents that affect members of the public are followed up with a phone call to discuss the incident if contact details are available. There were no H&S incidents affecting members of the public/patients

Investigations are carried out by either the Manager of the area or the Risk and Safety Lead, with actions being put in place to manage the issues as necessary. Any incident that meets the criteria for RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations) is reported via the Risk Team to the HSE.

In 2019 there were six RIDDORs reported (six reported in 2018). The prevailing theme is slips, trips and falls however the circumstances and the areas where the incidents occurred are all unrelated. In one instance a policy for cleaning was not adhered to which lead to a staff member falling. The policy for cleaning has been reiterated with the hygiene assistants.

## **4. Conclusion**

LHCH has a well-established H&S leadership underpinned by a clear and well organised policy. The policy is supported by a multidisciplinary Committee structured to develop and monitor H&S standards set out as required by the HSWA (1974).

All staff are aware of and have knowledge of the policy due to training requirements within the Trust.

Proactive inspections provide an oversight of areas, with management of emerging issues at an early stage. Reactive management of incidents provides support to staff and learning opportunities.

Health and Safety has been maintained during an unprecedented period of disruption caused by the Covid 19 pandemic due to the completion of comprehensive risk assessments and adherence to national guidance with regards to safety and personal protection equipment. The Executive Board has maintained a participative view of the safety of the organisation during the crisis.

## **5. Recommendations**

The Board of Directors are requested to review the paper and gain assurance of compliance with statutory Health and Safety requirements from the contents herein.

## Appendix 1

### Schedule of Health & Safety Assessments 2019

#### Medicine Division

	January	February	March	April	May	June	July	August	September	October	November	December
CCU			√									
Birch Ward	√											
Maple Suite		√										
Holly suite		√										
Cherry ward									√			
Cath Labs			√									
Cardiac diagnostics					√							
Pulmonary Function					√							
COPD/CVD offices										√		
CF nurses office			√									

Willow	√											
Rowan Suite						√						

### Schedule of Health & Safety Assessments 2019

#### Surgery Division

	January	February	March	April	May	June	July	August	September	October	November	December
Cedar Ward	√											
Elm Ward			√									
Oak Ward					√							
Aspen				√								
Theatres	√											

### Schedule of Health & Safety Assessments 2019

#### Clinical Services Division

	January	February	March	April	May	June	July	August	September	October	November	December
Physiotherapy											√	
Pharmacy						√						
Hospital coordinators/admin										√		

team/discharge team												
OPD	✓											
Critical care area		✓										
Radiology				✓								

### Schedule of Health & Safety Assessments 2019

#### Corporate Teams

	January	February	March	April	May	June	July	August	September	October	November	December
Executive Suite												✓
Finance Moroney House								✓				
Human Resources/L&D Moroney House								✓				
Stores		✓										
Estates					✓							
Health Records/Patient Services						✓						
Medical Engineering Department	✓											
Clinical Research										✓		
Customer Care							✓					

Library											✓	
Resuscitation / Manual Handling Training Floor						✓						
Robert Owen House					✓							
Switchboard									✓			
Medical Secretaries							✓					
EPR offices								✓				
Catering office						✓						
LHCH grounds			✓									
Management portacabin				✓								