

**Health and Safety Policy and  
Statement of Intent  
including Health and Safety Committee Constitution**  
(Previously RM 006)

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| Version:                                  | 6.0   |
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| Approved by:                              | Board of Directors  |
| Date approved:                            | 26 <sup>th</sup> January 2015   |
| Name of author:                           | Head of Risk Management   |
| Name of responsible committee/individual: | Health and Safety Committee   |
| Date issued:                              | January 2015  |
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| Target audience:                          | BSUH Clinical Management Board, Clinical and Corporate Directorates, all staff and contractors. |
| Accessibility                             | This document is available in electronic format only (read-only).                               |

## 1. Introduction

This document has been produced in accordance with the general requirements of Section 2 (3) of the Health & Safety at Work Act 1974. The document is headed Health and Safety Policy which will be reviewed periodically or where it is believed to be no longer valid. The policy and any amendments are to be brought to the attention of all employees concerned.

This policy is supported by other more detailed policies which should be read in conjunction with this policy. This policy contains details of roles and responsibilities for the management of health and safety throughout Brighton and Sussex University Hospitals NHS Trust.

In addition to this policy the following is required to be displayed locally:

- Completed 'Health & Safety Law - What you must know' poster;
- First aid and fire safety arrangements;
- Statement of Intent from this policy;

The policy has been compiled to provide guidance to Directors, Managers, Supervisors and Employees on the arrangements for managing health & safety throughout the Trust. Whilst comprehensive, the document is not exhaustive and as such all employees are required to take reasonable care of their own health and safety and that of others who may be affected by their activities, i.e. patients and visitors.

The general principles for the Management of Health & Safety at Work Regulations 1999 and other relevant Health and Safety regulations but addition specific policy have been produced and are listed in section 10 of this policy.

### **Health and Safety Policy Statement - Statement of Intent**

- Brighton and Sussex University Hospitals NHS Trust (the Trust) has a duty of care under the Health & Safety at Work Act (1974), and other subordinate legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and those persons who are not employees who might be affected by the activities of the Trust
- It is the Trust's policy to provide safe and healthy working conditions for our employees, patients, visitors and contractors. In addition, every effort will be made to ensure the safety and welfare of members of the public. These general responsibilities extend to any work undertaken by the employees of the Trust to ensure that such activities do not adversely affect the health and safety of anyone else including patients, visitors, contractors and members of the public.
- Notwithstanding legislative requirements, the Trust accepts the importance of a well organised, committed and tangible health & safety policy which results in improvements in staff welfare, the general work environment and employee job satisfaction.

- The Trust Board acknowledges the promotion of health, safety and welfare at work is an integral organization objective and is of equal importance with the financial, operational and healthcare delivery of the Trust.
- Ensuring adequate health, safety and welfare at work on behalf of the Trust Board is function and the responsibility of executive management team. Specialists will be available to advise and assist when necessary within the Trust risk management, occupational health, infection prevention and control and security departments.
- The Chief Executive is responsible for the implementation of the health and safety policy statement through the management structure and will sign and date the relevant this 'Statement of Intent' following approval by the Board. The Trust Health and Safety policy and any subsequent revision of the policy similarly must be approved, signed and dated by the Trust Executive Team.
- The Management of Health & Safety at Work Regulations (1999) require employers to carry out a suitable and sufficient assessment of the risks to the health and safety of their employees and others, in order to identify the measures which need to be taken to comply with statutory and duty of care requirements. The Trust Risk Assessment policy requires for significant hazards to be identified and control all related risks as far as reasonably practical, then reviewed regularly.
- The Trust requires line managers to obtain and provide relevant information and necessary training to employees in respect of risks to their health and safety which may arise from their work or at their workplace.
- In recognising the part employees have to play in maintaining a safe working environment, the Trust seeks the full co-operation of all staff with the health & safety arrangements highlighted in this policy statement. Employees also have a duty under health & safety legislation to take reasonable care of their own health and safety at work, and of others whom their acts or omissions may affect.
- All employees are expected to work safely and consider the safety of others at all times. Where control equipment or protective clothing is provided then it shall be the employees' duty to use that equipment in a proper manner. All employees are required not only to observe local health and safety rules which are designed to prevent accidents and promote sound health but also to co-operate and participate with management in their aim to maintain and promote safe and health working conditions.
- A regular system of joint consultation via the Trust Health and Safety committee will be maintained to promote good practice in respect of the health, safety and welfare of employees at work.

Signed:

Dated:

Matthew Kershaw

Chief Executive on behalf of the BSUH Trust Board.