

Health and Safety Policy

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1. General Policy Statement

The CCG will help to deliver high quality health care services to the local Community. The Governing Body recognises that high quality services cannot be successfully delivered unless the risks generated by our activities are eliminated or reduced as far as is reasonably practicable. It is therefore the policy of the CCG to meet the requirements of Health and Safety legislation and use this as a minimum standard of performance. Health and Safety is an integral part of CCG activity.

The CCG's Governing Body and its Accountable Officer are ultimately responsible for the CCG's compliance with Health and Safety Legislation. The Governing Body will demonstrate commitment and leadership, with regard to the implementation of this health and safety policy, in their actions and business decisions, working to minimise the incidence of all workplace risks and work towards providing sufficient funds and resources for this to be effective.

Responsibility for the implementation of this policy will be delegated to the Associate Director of Corporate Services and onwards via the Management structure to ensure that staff and managers work together positively to comply with this policy and with Health and Safety Legislation in general. Managers will be personally accountable for the health and safety performance of areas within their responsibility.

Equally all CCG employees have legal duties under Health and Safety law and as a consequence must adequately discharge their duties and responsibilities for health and safety as they would for their other functions.

If this policy is to be effective, it must secure the commitment of all CCG staff. This will be achieved by active employee involvement and participation in the arrangements for managing health and safety and by developing and maintaining awareness among employees at all levels. For this reason, managers will consult their staff, involve them in developing health and safety arrangements, communicate information and provide relevant instruction and training.

Employees also have a legal duty to ensure that they take care of themselves and others, co-operating with their employer and the local arrangements to achieve high standards in health and safety. The CCG expects all employees to be aware of their responsibilities and the health and safety arrangements in place. All employees are expected to contribute to improvements in health and safety wherever possible.

I and the other members of the Governing Body are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare within the CCG. We expect every member of the CCG to share this commitment and to work together to achieve it.

Signature of Accountable Officer:			
Printed Name:	Simon Trickett	Date:	

2. Introduction

Health and safety is associated with the activities of all organisations. Whilst it is not possible to eliminate all risk, an effective health and safety system should eliminate risk wherever possible and reduce the impact of retained risks to a level that is considered 'acceptable'. A proactive approach to health and safety management should assist in the creation and maintenance of an environment which is safe for all and should also prevent and/or reduce the likelihood of loss to individuals and to the CCG.

The overall aim of this policy is:

- To present a clear overview of the CCG's intentions in relation to health and safety management;
- To form an integral part of the CCG's Health and Safety Management Framework to support the establishment and maintenance of a systematic, effective approach to health and safety throughout the CCG that will meet the requirements of Health and Safety Legislation.

3. Equality Statement and Due Regard

The CCG aims to design and implement policy documents that meet the diverse needs of our services, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account current UK legislative requirements, including the Equality Act 2010 and the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances, i.e. the protected characteristics of their age, disability, sex, gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.

In carrying out its functions, the CCG must have due regard to the Public Sector Equality Duty (PSED). This applies to all the activities for which the CCG is responsible, including policy development, review and implementation.

4. Objectives

4.1 The CCG's Health and Safety objectives are to:

- Comply with all relevant Health and Safety legislation, Approved Codes of Practice (ACOP), Guidance Notes, Secretary of State Directives and other relevant standards;
- Integrate health and safety principles into service delivery, management and decision-making processes;
- Consult and communicate with employees and trade union representatives to ensure they are all aware of their health and safety responsibilities;
- Strive for continuous improvement in health and safety standards;

- Recognise the different demands that the CCG faces and work to deliver a consistent approach to managing health and safety.

4.2 To achieve these objectives the CCG will:

- Develop and maintain a documented and consistently applied health and safety management framework including clear roles, responsibilities and clear reporting lines;
- So far as is reasonably practicable, provide and maintain healthy and safe work places, equipment and methods of working;
- Provide sufficient resources to meet its commitment to health and safety;
- Appoint competent persons to support it in meeting its statutory duties;
- Provide employees at all levels with suitable and sufficient information, instruction, training and supervision to enable them to work safely and avoid any actions that may adversely affect the health and safety of themselves or others;
- Work with partners, stakeholders, external contractors and other agencies to develop awareness, a common understanding and promote good standards of health and safety;
- Undertake continuous monitoring of its health and safety performance.

5. Scope

This policy applies to all CCG staff and to those who act in an official capacity on its behalf.

This includes:

- a) Employees;
- b) Individuals who are working for the CCG; for example, within Commissioning Support Units;
- c) Temporary or agency staff;
- d) Persons serving on committees and other decision-making groups (including representatives and members of third-party organisations) established by the CCG;
- e) Individuals acting in an advisory capacity to the CCG;
- f) Contractors;
- g) Visitors to CCG premises.

6. Organisational Responsibilities for Health & Safety

6.1 The CCG Governing Body has overall responsibility for health and safety performance and legal compliance. It has delegated responsibility for ensuring the CCG's Health and Safety Policy is implemented to the Accountable Officer and will receive reports on progress.

Specifically, the Governing Body will:

- Formally accept its collective role in providing health, safety and welfare leadership;
- Review the organisation's health and safety performance at least annually;
- Ensure the Policy, strategy and objectives reflect current CCG priorities;
- Be kept informed about any significant health and safety failures, and the outcome of investigation.

6.2 The Accountable Officer has overall accountability and responsibility for health and safety within the CCG and for ensuring that the CCG complies with all the requirements of Health and Safety Legislation. Specifically, the Accountable Officer will:

- Ensure that this Policy is regularly monitored and formally reviewed;
- Ensure that annual health and safety objectives are agreed and met;
- Work towards ensuring that adequate resources and facilities are available to achieve health and safety objectives;
- Ensure that effective communication regarding health and safety exists between all sections of the organisation.

6.3 Associate Director of Corporate Services. The Accountable Officer has delegated to the Associate Director of Corporate Services responsibility for the day-to-day management of all health, safety, welfare and security matters within the CCG. They will:

- Ensure competent people are appointed to provide advice and guidance on health and safety;
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities;
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and promoting collaborative working with appointed health and safety representatives;
- Ensure that the Governing Body, Management Team and staff are kept fully informed as appropriate on all major developments in Health and Safety Legislation and in providing progress reports and other statistical information as considered appropriate.

6.4 Directors, Senior Managers and Line Managers are responsible for ensuring that health and safety is an integral part of the management process within their area of responsibility. Specifically they will:

- Ensure that they, and all persons reporting to them, know and accept their responsibilities under the CCG's Health and Safety Policy;
- Promote a positive and proactive approach to Health and Safety;
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees, including identifying the hazards, those at risk and how they could be harmed;
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low as is reasonably practicable in their work areas;
- Ensure that they and their employees have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others;
- Ensure that emergency and evacuation procedures, especially means of escape in the event of a fire, are known to all staff, contractors and visitors and that escape routes are kept free from obstruction;
- Ensure all incidents/accidents are reported and recorded, that all untoward incidents and near misses are investigated in a timely and appropriate manner and that measures to prevent a recurrence are implemented;
- Ensure that any matters brought to their attention by staff and safety representatives are given prompt and appropriate attention.

6.5 Employees whilst at work will take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. All employees must undertake mandatory Health and Safety training as required. Employees will co-operate with the CCG to enable any duty or requirement placed upon them under any Health and Safety Legislation to be performed or complied with. Employees shall report any hazard, malfunction, accident or near miss to their Line Manager immediately and assist with any subsequent investigation. All employees must adhere to Health & Safety Legislation and will acquaint themselves with the CCG's Health and Safety Policy and procedures, including fire procedures. They will undertake their tasks as instructed and trained. Any employee found to be in breach of this, or any other associated policies and procedures, may be subject to disciplinary action under the CCG's disciplinary procedure.

6.6 The Health and Safety Advisory service provided by Midlands and Lancashire CSU will;

- Provide professional advice and information to the CCG on health and safety responsibilities, legislation and good practice;
- Monitor the implementation of the CCG's Health and Safety Policy and procedures, including conducting audits, producing audit reports and a Health and Safety Annual Report.

6.7 The Staff Council provides the CCG with a forum where managers and staff can consult about health and safety issues. It allows staff representatives to communicate with managers, in order to raise health and safety issues that may be of concern and cannot be resolved at a local level.

6.8 Through appropriate SLAs, the CCG will conduct fire risk assessments and a Fire Safety Audit, at each site where the CCG is the primary occupier or lease holder. An Annual Report for each site will be submitted to the Accountable Officer at least two months prior to the budget setting process. Where appropriate, liaison with building landlords regarding fire safety precautions will be needed.

6.9 Occupational Health Services. The CCG, through a Service Level Agreement (SLA), provides Occupational Health Services. The Services undertake suitable health surveillance on request in order to preserve and enhance the health of CCG employees. They also advise the CCG and managers on all matters relating to the health of employees at work.

6.10 Contractors working on CCG premises. All contractors and sub-contractors working on CCG premises must comply with the Health and Safety Policy and associated procedures and ensure that their actions do not endanger CCG employees, patients/clients or other members of the public using the premises.

Building contractors will report to the local relevant manager or senior manager prior to the commencement of any work. Prior to the start of work they will be provided (by the engaging manager) with the CCG's Health and Safety Policy. In addition, Contractors, where appropriate, will be required to set out in writing their own organisational arrangements for the safe conduct of their work and the health and safety of their employees and others whilst on CCG premises.

6.11 All other persons on CCG premises shall observe the CCG's safety rules and any instructions relating to safety given by an employee on behalf of the CCG.

7. Arrangements for Health and Safety

7.1 Capabilities and Training

7.1.1 Managers

The CCG will provide instruction, information and training to enable managers to understand their responsibilities under current Health and Safety Legislation. This will give managers:

- A knowledge of current Health and Safety Legislation;
- Awareness of their responsibilities;
- An understanding of accident/incident prevention, investigation and reporting;
- The mechanism for conducting health and safety inspections and advice in follow-up action;
- Knowledge of risk assessment and prioritisation of risks.

Managers will carry out risk assessments, prioritise risks, identify hazards, instigate incident/accident prevention including the reporting of incidents/accidents, protocols, investigate untoward incidents, carry out joint health and safety inspections and safety audits and understand the requirements of Health and Safety Legislation in their area of responsibility.

The CCG will signpost managers to appropriate training opportunities including available e-learning modules.

7.1.2 Employees

The CCG provides training through an on-line learning system designed to ensure all employees are competent to undertake their work in a proper and safe manner. Training will include, Fire Safety Awareness, Health and Safety Awareness and the Safe Use of Moving and Handling and Display Screen Equipment.

7.2 Induction Training

All new members of staff joining the CCG will be given at their induction a checklist of training activity which includes health and safety training. Also, during their first week, they will be briefed on health and safety as part of their work place induction.

7.3 Staff Safety Representatives and Consultation

The Health & Safety at Work Act requires the CCG to consult with safety representatives with a view to making and maintaining arrangements which will enable the CCG to co-operate effectively in promoting and developing measures to ensure the health and safety of staff. Health and Safety Legislation also requires that safety representatives are consulted in good time concerning the introduction of any measures which may substantially affect health and safety. The CCG will allow staff safety representatives reasonable time off for their duties, as well as access to office facilities and relevant information. They will also be allowed time off, with pay, to undertake approved safety training.

Staff consultation must be undertaken to meet the above requirement and in the absence of formally appointed representatives, this will be done via the Staff Council.

7.4 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 make more explicit the general duties placed on the CCG under the Health and Safety at Work etc. Act 1974. In order to meet the regulatory requirements, the CCG will ensure:

- Risk assessments are carried out in order to evaluate and adequately control hazards, to ensure the health, safety and welfare of employees and others who may be affected by the work activities of the CCG;
- Risk assessments are recorded in writing in accordance with the CCG's Risk Management Policy;

- Arrangements are made to put into practice the preventative and protective measures that follow from the risk assessment;
- Risk assessments are regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative requirements, Standards and Codes of Practice;
- The outcomes of risk assessments are readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

7.5 Accidents, Incidents & Near Misses

All accidents, diseases, incidents, near misses and unplanned events are to be reported immediately in accordance with the CCG's incident reporting procedures, using the Incident Reporting Form found in the Health and Safety Handbook.

Where an incident has occurred, it is necessary to carry out a review of the risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration of the method of work or additional control measures are necessary. This must be recorded in writing and the conclusions clearly defined and acted upon. As a learning organisation, the CCG will use the information to prevent re-occurrences of the same event, where reasonably practicable.

7.6 Slips, Trips and Falls

The CCG has a statutory obligation under the Health and Safety at Work Act to ensure a safe working environment. The CCG is committed to preventing or minimising the risk of slips, trips and falls to staff, service users and other visitors to the premises. It aims to do this by:

- Providing a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to falls;
- Ensuring any slip and trip hazards in the workplace are identified, reported and rectified;
- Ensuring, where deficiencies are identified, appropriate risk assessments and risk reduction action plans are in place to reduce falls and ensure that best practice principles are applied.

All slips, trips and falls are to be reported immediately via the Incident Reporting Form found in the Health and Safety Handbook.

7.7 Display Screen Equipment (DSE)

The CCG will ensure that all members of staff considered Users (User = average of more than one hour on a computer per day) at workstations within the organisation, including laptops, are assessed and the risks identified in accordance with The Health & Safety (Display Screen Equipment) Regulations 1992. This involves consideration of the equipment being used and the

working environment specific to the individual. The assessments include the views and feedback from the user.

The CCG is committed to ensuring Users' health and well-being while at work by:

- Implementing a proactive system of workstation assessment to identify where risks need to be controlled;
- Providing a good design of equipment, furniture and environment that, so far as is reasonably practicable, will not adversely affect staff health and well-being;
- Providing guidance to management and staff on implementing adequate controls to protect staff health;
- Providing access to eye and eye sight tests for users who may need corrective lenses for DSE work;
- Providing instruction and information to staff on work equipment and software to ensure they are aware of the health risks from prolonged DSE use.

DSE assessments should initially be carried out as self-assessments soon after joining the CCG and then reviewed annually, using the DSE Self-Assessment form found in the Health and Safety Handbook or via the online learning module in ESR. Should the assessment identify any risks, the User's line manager, along with the User, should work together to reduce those risks as soon as possible. If the assessment identifies a specific health risk, then a referral to Occupational Health should be made immediately.

It is the individual's responsibility to adhere to any recommendations made through the assessment, and to further report any problems or perceived hazards to their line manager. A copy of the assessment will be filed in the User's personal file, and reviewed on an annual basis, or when significant changes take place involving the User, their equipment or their environment.

For further information please refer to the Health and Safety Handbook.

7.8 Fire Safety

The CCG has statutory obligations under the Health and Safety at Work Act and the Regulatory Reform (Fire Safety) Order to ensure robust fire safety arrangements are in place within their premises. The CCG is committed to ensuring people's safety at work by:

- Providing a safe working environment which, as far as is reasonably practicable, removes or reduces the fire hazards present on site;
- Implementing a proactive approach to risk assessment to identify where risks need to be controlled;
- Developing preventive and protective measures to mitigate the impact of fire on life safety, the delivery of service, property and assets;
- Providing guidance to management and staff on operational requirements relating to fire safety i.e. instructions, training, evacuation drills, plans etc.

This does not apply to staff who work in premises owned/managed by a third party e.g. GP surgery. In these circumstances, staff should comply with the building owner or landlord's fire safety policy and be aware of their local evacuation arrangements.

7.9 First Aid

The CCG must ensure there is adequate first aid provision for anyone who may become ill or are injured at work and that all employees are familiar with the first aid procedure. The procedure will be communicated to all staff during their induction phase and a copy will be available at all other times via the CCG's intranet. Based on the workplace risks, the CCG will follow HSE guidance to determine the recommended number of first aiders required in each workplace. Based on this assessment, first aiders will be nominated and trained. Appropriately equipped first aid boxes will be provided to the first aiders and their names (and locations) will be publicised.

7.10 Equipment

It is the responsibility of each manager to ensure all equipment in their area is in good condition and safe to use. Managers must also ensure that staff members using equipment are trained to do so. Employees must not use equipment unless they have received the appropriate training and are aware of its hazards.

7.11 Manual Handling

Employees must not attempt to lift items beyond their capabilities and are to ask for assistance if needed. Relevant training will be provided for all staff. The Manual Handling Operations Regulations 1992 apply to all manual handling activities undertaken by the employing organisation. The purpose of this Policy is to:

- Encourage the establishment of a safe and ergonomically sound working environment for manual handling systems, based on a programme of risk assessment;
- Provide guidance for safe handling of loads in the work place;
- Establish a programme of training and education for all employees involved in manual handling tasks;
- Establish a system for monitoring both practice and progress;
- Assist managers to include appropriate improvements to manual handling systems.

For further information please refer to the Health and Safety Handbook.

7.12 Working at Height

Staff must never stand on equipment to access material stored at height unless the equipment is specifically designed for that purpose. Managers must provide step ladders to EN131 Standard¹, or kick stools where appropriate.

7.13 Temporary and Agency Workers

Managers are responsible for ensuring all temporary workers receive relevant health and safety information, training and induction.

7.14 New and Expectant Mothers

The CCG has statutory obligations under the Management of Health and Safety at Work Regulations to ensure any workplace hazards are risk assessed for new and expectant mothers and that these risks are removed or reduced so far as is reasonably practicable. This Policy applies to all female employees who are contracted to work for the organisation. The CCG is committed to ensuring their safety while at work by:

- Providing a safe working environment which, as far as is reasonably practicable, reduces the personal risks to the new or expectant mother and her unborn child;
- Implementing a proactive approach to risk assessment to identify where risks need to be controlled;
- Providing guidance to management and staff on implementing adequate control measures.

Managers must ensure that the findings from any assessment are understood by the staff member and are communicated to their colleagues where any work changes impact on the team. A copy of the risk assessment will be kept on the personal file for that staff member.

For further guidance on conducting a risk assessment please refer to the Maternity, Paternity, Adoption and Parental Leave Policy.

7.15 Children & Young Persons

The CCG's premises are a potentially dangerous place for unsupervised children. On occasions where children are brought on to the premises, they must be supervised at all times during their visit by a nominated person and not permitted to roam free. Any members of staff who make arrangements for Young Persons to visit the CCG for work experience or short courses must take into account their inexperience and their lack of awareness of potential risks. The CCG is legally required to ensure that any work activities undertaken by persons under 16 years of age are risk assessed and the main findings communicated to, for example, parents or guardians. For Young Persons between 16 and 18, there is still a requirement to do a risk assessment but

not to notify the parent or guardian. Work experience students must also receive a special safety induction before commencing work, as well as a risk assessment.

The CCG is committed to ensuring the safety of Young Persons while at work by:

- Providing a safe working environment which, as far as is reasonably practicable, reduces the personal risks to the young person/child;
- Implementing a proactive approach to risk assessment to identify where risks need to be controlled;
- Providing guidance to managers and supervising staff on implementing adequate control measures;
- Ensuring no young person is involved in activities where a significant risk of harm exists;
- Ensuring each young person receives sufficient information, instruction and supervision to enable them to work safely.

For further information please refer to the CCG's Work Experience Policy.

7.16 Personal Safety/Lone Working

The CCG has statutory obligations under the Health and Safety at Work Act to ensure a safe working environment for their employees as well as a duty of care to minimise the risk of violence and aggression against them.

Lone workers are those staff who work by themselves without close or direct supervision, for example; only one person working in a building, staff working separately from others or outside normal working hours, peripatetic staff who work away from their base. This policy and the Lone Working Policy apply to all employees (permanent, temporary, agency or locum) and contracted staff who can be classified as lone workers.

The CCG are committed to ensuring personal safety while at work and aim to do this by:

- Providing a safe working environment which, as far as is reasonably practicable, is free from violence and aggression and reduces the personal risks of lone working;
- Implementing a proactive approach to risk assessment to identify where risks need to be controlled;
- Providing guidance to management and staff on implementing adequate control measures;
- Providing a system of reporting violent incidents and support for victims.

For further information please refer to the CCG's Lone Working Policy.

7.17 Stress

The CCG recognises that workplace hazards or stressors may pose a risk to the psychological health of staff as well as to their physical health. The CCG has a duty of care under the Health

and Safety at Work Act to ensure the wellbeing of their staff. They will support the duty of care by:

- Providing a healthy working environment which, as far as is reasonably practicable, reduces the likelihood of stress occurring;
- Providing guidance on the causes and symptoms of stress;
- Implementing a system of risk assessment to identify where stressors may exist and the need to remove or manage them;
- Providing guidance to management and staff on implementing adequate control measures;
- Identifying further areas of support for staff, confidential counselling, occupational health etc.

For further information please refer to the CCG's Stress and Wellbeing Policy.

7.18 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations require organisations to assess and control the risks which employees and others may be exposed to from hazardous substances at work.

A COSHH assessment is legally required for each hazardous substance used by the CCG. A hazardous substance is determined by the Classification Labelling and Packaging Regulation. The supplier's Material Safety Data Sheets (MSDS) which outline the characteristics of the substance should be used to prepare a COSHH assessment.

It is unlikely that staff CCG will encounter any COSHH substances, however an assessment form should be completed for any identified substance. Full training and information will be given to any staff who are required to handle such substances and any necessary Personal Protective Equipment (PPE) will be supplied by the CCG to reduce the risk of harm.

The CCG requires all contractors (e.g. cleaners) using COSHH substances within CCG premises to ensure that they comply with the arrangements above.

For further information please refer to the Health and Safety Handbook.

7.19 Safe Management of Contractors

When the CCG employs a contractor, both parties will have duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. These duties require the CCG and the contractor to protect each other, their workforce and anyone else who may be affected by their activities. All parties must co-operate with each other to ensure health and safety arrangements on site are managed properly. Contractors and employment agencies must be informed of any special skills or qualifications that are needed for the work before they start work.

7.20 Waste Disposal

The CCG has a duty under the Environmental Protection Act to ensure that all waste generated through its activities is responsibly managed and that a safe system is in place for handling, storage, collection and transporting of waste. The CCG also recognises the environmental impact of waste generation and disposal and therefore, seeks to minimise the production of waste through reduction, re-use and recycling.

7.21 Safe use of mobile phones

The CCG has statutory obligations under the Health and Safety at Work Act to ensure the health, safety and welfare of their staff and others where staff members use a mobile phone for work purposes.

Using a mobile phone whilst driving is dangerous and is contrary to the Road Traffic Act and the Highway Code. It is an offence to use a handheld mobile phone whilst driving a vehicle. The organisation does not expect any of its staff to operate a handheld mobile phone whilst driving at work.

No line manager will require a member of staff to receive or make a call on a mobile phone whilst they are driving. Staff are also expected to switch their phone to silent and activate the messaging service when driving. The CCG expects staff to stop their vehicle in a safe place and switch the engine off before checking their messages or making any calls. The only occasion where a handheld mobile can be used is for dialling 999 in a genuine emergency and the driver judges it unsafe or impractical to stop the vehicle.

The use of handsfree sets is not prohibited under the legislation, however the use of these sets still increases the likelihood of the driver being distracted and thereby involved in an accident. If this occurs, the driver risks prosecution for failing to have proper control of the vehicle because of careless or dangerous driving. As a result of this, the CCG also discourages the use of handsfree sets and these will not be routinely provided for staff.

For further information please refer to the Health and Safety Handbook.

7.22 Substance misuse at work

Staff may experience substance misuse-related problems which affect work performance, personal conduct or relationships at work, which in turn may affect the work and safety of others. Wherever possible, the CCG will seek to assist the employee in dealing with these problems and assist him/her to return to individual well-being within a safe, healthy and congenial working situation.

The CCG is committed to promoting a “substance misuse free work environment” and aims to do this by:

- Clearly establishing what is expected of staff in relation to substance misuse in the workplace;
- Helping prevent substance misuse problems at work;
- Ensuring appropriate support services are available to staff.

For further information, please refer to the Health and Safety Handbook.

8. Approval and Ratification Process

The Joint Commissioning Committee is responsible for approving the Health and Safety Policy and associated procedures.

9. Review and Revision Arrangements

This Policy and associated procedures will be reviewed every three years or sooner in the event of:

- significant changes to systems, processes, or technology;
- as a consequence of any serious incidents;
- in light of any changes to Health and Safety Legislation that may occur.

10. Dissemination and Implementation

Policy documents are available via the CCG's website and intranet. The principles embedded within the policy will be included within local inductions for new starters, as part of mandatory and any appropriate modules included in the on-line learning system. It is the responsibility of line managers to ensure that members of staff are made aware of the policy and its associated procedures.

11. Monitoring Compliance and Effectiveness

The Associate Director of Corporate Services will monitor compliance with this policy and related procedures and provide regular reports to the Joint Commissioning Committee. Health and safety will be monitored across the CCG's premises via audits and annual inspections. Completed risk assessments will also be analysed to ensure effective control measures are implemented.

12. Supporting References

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Regulatory Reform (Fire Safety) Order 2005

The Health & Safety (Display Screen Equipment) Regulations 1992

The Manual Handling Operations Regulations 1992
Environmental Protection Act 1990
The Health and Safety (First-Aid) Regulations 1981
Road Traffic Act
The Control of Substances Hazardous to Health (COSHH) Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Safety Representative and Safety Committee Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996
Workplace (Health, Safety and Welfare) Regulations 1996
Provision and Use of Work Equipment Regulations 1998