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Sheffield Teaching Hospitals **NHS**  
NHS Foundation Trust

## Health and Safety at Work Policy Statement

Reference Number	Version	Status	Executive Lead(s) Name and Job Title	Author(s) Name and Job Title
2	6	Current	David Throssell Medical Director	Alison Redfern Occupational Safety Manager
<b>Approval Body</b>		SRMB	<b>Date Approved</b>	23/01/2013
<b>Ratified by</b>		TEG	<b>Date Ratified</b>	06/02/2013
<b>Date Issued</b>		13/02/2013	<b>Review Date</b>	Every 3 years
<b>Contact for Review Name and Job Title:</b> Alison Redfern – Occupational Safety Manager				

## Trust Controlled Documents

[22 Management of Health and Safety at Work Policy](#)

[52 Risk Management Policy](#)

[53 Incident Management Policy](#)

[54 Mandatory and Job Specific Training Policy](#)

## Legal Framework

Health and Safety at Work etc. Act 1974

### For more information on this document please contact:-

Owner – Mrs A Redfern

Address; 1<sup>st</sup> Floor Clock Tower, NGH

Telephone No.; 69110

Email: [alison.redfern@sth.nhs.uk](mailto:alison.redfern@sth.nhs.uk)

## Version History

Version	Date Issued	Brief Summary of amendments	Owner's Name:
1	28 April 04		A Redfern
2	April 05	1.3 – Controls Assurance Standard replaced with Good Governance Standard. 1.6 – Expanded to include: risk assessment, control, planning and audit.	A Redfern
3	May 06	Review time went to 3 years	A Redfern
4	Jan 09	Review is now annual as in versions 1 & 2	A Redfern
5	Jan 10	Review date is now three years	A Redfern
6	13/02/2013	None - Policy Statement Review	A Redfern

## Document Imprint

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# Executive Summary

## Health and Safety at Work Policy Statement

**Document Objectives:** To reinforce the Trusts commitment to health and safety and to promote full integration and ownership throughout the organisation.

**Group/Persons Consulted:** Safety and Risk Management Board

**Monitoring Arrangements and Indicators:** Reviewed every three years

**Training Implications:** Key element of the Trust mandatory training strategy

**Equality Impact Assessment:** An initial Equality Impact Assessment (EIA) undertaken – no negative impacts identified.

**Resource implications:** The Board of Directors will seek to ensure, relative to other competing needs and priorities, that suitable and sufficient funding is available as part of the budget setting process

### Intended Recipients:

Who should:-

- be **aware** of the document and where to access it      Staff
- **understand** the document      Managers
- have a **good working knowledge** of the document      Risk/Safety Leads

## 1. **Statement of Principle**

- 1.1 The Sheffield Teaching Hospitals NHS Foundation Trust is committed to the protection of its employees, patients, volunteers, visitors and any other person who may be affected by its activities, so far as is reasonably practicable.
- 1.2 The Trust recognises and accepts its statutory duty in relation to health and safety. In discharging these responsibilities it also recognises that its statutory obligations are only a minimum standard and will therefore seek, wherever reasonably practicable, to exceed these minimum requirements.
- 1.3 This policy statement underpins a wider framework of safety related policies and in particular the Risk Management Policy and the Management of Health and Safety Policy as these documents detail the Trusts accountability framework and risk assessment methodology.

The process for achieving successful health and safety management is by effective assessment, planning and audit. As part of this process the Trust will seek to meet external performance indicators and standards and develop objectives of a corporate, directorate and personal nature relating to health and safety. This will be achieved within the Governance framework.

Health and safety management responsibilities will be included in all managers' job descriptions and IPR objectives with progress towards achieving these objectives being regularly monitored.

- 1.4 In recognising that this policy statement will have resource implications, the Trust Board will seek to ensure, relative to other competing needs and priorities, that suitable and sufficient funding is available as part of the budget setting process.
- 1.5 The Trust will seek to integrate health and safety management within its service development and business planning activities and line management structure.
- 1.6 It is fundamental to the Trust's health and safety policy statement that managers and staff at all levels understand their responsibilities for health and safety, including risk assessment, control, planning and audit. Trust managers will ensure that appropriate and effective information, instruction and training is provided at all levels of the organisation.
- 1.7 The Trust will ensure that the health and safety performance of its constituent hospitals is measured and reviewed on a regular basis.
- 1.8 As the Board recognises that staff are the Trust's most valuable asset, the Trust will provide a comprehensive occupational health service and ensure it is available and accessible to all staff.
- 1.9 Accident/incident data plays a vital role in risk management decision-making. The Trust will actively encourage and support a just culture to promote comprehensive reporting and this will be supported by a detailed Incident Management Policy. Directorates will use this information to target improvements and analyse and share this information with local staff representatives.
- 1.10 The Trust recognises the important role played by staff representatives and will seek to actively involve them in the health and safety management process. This will include hazard identification, risk assessment, action planning, training and

audit. The Trust Safety and Risk Management Board, established under the Safety Representatives and Safety Committees Regulations 1977, will report to the Healthcare Governance Committee.

- 1.11 This policy statement will be reviewed every three years or as circumstances dictate.