



NORTHERN IRELAND AMBULANCE SERVICE

HEALTH AND SAFETY POLICY

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NORTHERN IRELAND AMBULANCE SERVICE

SECTION 1

1.0 GENERAL STATEMENT OF INTENT

Northern Ireland Ambulance Service (NIAS), as an employer, accepts its legal responsibilities to employees and other persons as set out in the Health & Safety at Work (NI) Order 1978 and associated relevant statutory provisions. To this end they will ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees during the course of their working activities.

The Trust also accepts responsibility for the health, safety and welfare of patients, members of the public, those persons contracted to carry out work on the company's premises and, authorised visitors or any others so far as they may be affected by the Trusts activities.

The Trust will seek to fulfil all of its Health and Safety responsibilities through the development of an informed safety culture in which the management of safety is considered an integral part of how the Trust carries out its business.

To ensure the above, it is the policy of the Trust:

- a) To provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- b) To ensure, so far as is reasonably practicable, the safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances.
- c) To provide such information, instruction, training and adequate supervision, as is necessary, to ensure, so far as is reasonably practicable, the health, safety and welfare of staff.
- d) To ensure, so far as is reasonably practicable, the provision of a safe place of work, with safe access and egress.
- e) To provide and maintain a healthy working environment including adequate welfare facilities.

It should be noted that the Order places, upon employees, the duty to take reasonable care for the Health and Safety at Work of themselves, as well as of others, who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for Health and Safety.

The policy will be kept up-to-date. To ensure this, the policy and the way in which it has operated will be reviewed annually, or sooner, if necessary, to keep abreast of changing legislation and the Trusts requirements.

SECTION 2

2.0 ORGANISATION

Trust Board is responsible for:

- Accountability to the DHSSPSNI to ensure that the Trust complies with the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and his Directors to comply with the Trust's legal and moral duties.
- Liaise with the Chief Executive to establish a strategy to integrate the Health and Safety Management function fully within the Trusts Management process.
- Delegating the day-to-day responsibility for Health and Safety matters to the Chief Executive.

Chief Executive is responsible for:

- Accountability to the Trust Board for the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for the formulation, implementation and development of the Health and Safety policy and its proper interpretation by the Directors and Line Managers, etc.
- Liaison with each Director to establish a strategy to integrate the Health and Safety Management function fully within the Trust Management process.
- Delegating responsibility for Health and Safety matters to the Director of Human Resources and Corporate Services Resources and in particular departments to the appropriate Directors.
- Make provision to appoint a competent person or persons to assist and advise the Trust on Health and Safety matters.
- Ensure that through consultation with the Trust Board and DHSSPSNI that adequate resources are made available to implement the policy and the requirements of the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Ensure that adequate arrangements for consultation and communication on Health and Safety matters are provided, at all levels throughout the Trust's organisation.
- Assess reports from the Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.

Director of Human Resources and Corporate Services Resources - As the Board Member with delegated responsibility for the management of Health and Safety.

- Responsibility for the formulation, implementation and development of the Health and Safety policy and its proper interpretation by the Directors and Line Managers, etc.
- Liaison with each Director to establish a strategy to integrate the Health and Safety Management function fully within the Trust Management process.
- Make provision to appoint a competent person or persons to assist and advise the Trust on Health and Safety matters.
- Ensure that through consultation with the Trust Board and DHSSPSNI that adequate resources are made available to implement the policy and the requirements of the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Ensure that adequate arrangements for consultation and communication on Health and Safety matters are provided, at all levels throughout the Trust's organisation.
- Assess reports from the Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.

Competent Person

The Risk Manager will fulfil the role of 'Competent Person' within NIAS supported by suitably qualified managers. The competent person will provide advice, information and training will regard to Health and Safety issues and will act as liaison with the Health and Safety Executive Northern Ireland and other enforcement agencies (i.e. Northern Ireland Fire Rescue Service)

Directors are responsible for:

- Being accountable to the Chief Executive for the detailed aspects of the Trust Policy particularly in respect of the organisation and arrangements for Health and Safety within their respective departments.
- Ensuring that the Trust's Health and Safety policy is effectively monitored in their departments and that any proposed amendments are notified to the Chief Executive.
- Ensuring that the policy is enacted within their departments and that their managers and supervisors accept ownership with regards to their appropriate responsibilities in Health and Safety.
- Ensuring that proper account is taken of Health and Safety factors in all forward planning ie
 - New buildings and projects;
 - Planned improvements and maintenance of premises;
 - Purchase of equipment and substances;
 - Employment of staff.
- Setting out adequate arrangements for consultation and communication with competent persons on matters of Health and Safety.

- Ensuring that adequate arrangements for consultation and communication of Health and Safety information are maintained throughout their areas of responsibility.
- Assessing and taking appropriate action on reports from their officers and competent persons on matters of Health and Safety.
- Making adequate arrangements for and ensure that health and safety training needs are identified to enable staff to perform their duties competently.
- Ensuring that procedures include the protection of patients, visitors or the public in general and that all safety considerations are observed by contractors employed by their departments.
- Maintaining a positive culture towards Health and Safety in order that it can be engendered at all levels of the workforce.
- Ensuring that risk assessments of their respective areas are completed and reviewed to the appropriate timescales and that employees under their control are informed of any subsequent procedure changes.

Senior Managers are responsible for:

- Understanding the aims of the Trust's Health and Safety Policy and observing the responsibilities they have been assigned.
- Liaising with other Managers in order to establish written instructions with regard to safe working methods.
- Ensuring that risk assessments of their respective areas are completed and up to date and informing employees under their control of any subsequent procedure changes.
- Outlining potential hazards and indicating the appropriate control measures that needs to be taken.
- Ensuring that plant, equipment and systems of work within their areas are safe and without risk to health.
- Ensuring that contractors carrying out works on Trust property, or on behalf of the Trust, are made aware, and comply with, the Trust's Health and Safety Policy.
- Ensuring that contractors are competent and the working methods do not give rise to danger to Trust employees and other persons who may be affected by their working activities.
- Maintaining a positive culture towards Health and Safety and striving to promote Health and Safety among the workforce.
- Ensuring that the relevant persons are informed of all impending changes in methods, processes, substances and equipment, and to carry out prior consultation as necessary.
- Setting out arrangements to ensure that safety representatives and safety committees appointed under statutory regulations can carry out their functions.
- Ensuring that all accidents, incidents and deviations from the Trust's Health and Safety Policy are recorded and reported.
- Ensuring that the policy is enacted within their respective areas of responsibility and that their supervisors accept the day-to-day ownership with regards to their appropriate responsibilities in Health and Safety.
- Assessing and taking appropriate action on any health and safety reports from their supervisors and competent persons on matters of Health and Safety.

- Making adequate arrangements for, and ensuring, that health and safety training needs are identified which will enable their staff to perform their duties competently.

Supervisory Staff are responsible for:

- The effective implementation of the Health and Safety Policy and procedures within their area of control.
- Recording and reporting all accidents and incidents within their respective areas, in line with the Trusts Untoward incident Reporting Procedure.
- Conducting investigations into untoward incident in their area and where necessary assisting appointed investigators and others in any investigations of more serious incidents.
- Initiating corrective action deemed to be necessary as a result of their investigations into accidents or incidents or as a result of regular formal inspections.
- Ensuring that clear and precise Health and Safety instructions are given to those under their control with regards to themselves and others.
- Ensuring that persons under their control have received an adequate level of health and safety training to allow them to operate any necessary plant or equipment.
- Informing their Manager of any necessary health and safety training needs for those employees under their control.
- Monitoring the Health and Safety arrangements including housekeeping in the areas under their control and ensuring that appropriate standards are maintained at all times.
- Ensuring that any necessary personal protective equipment is issued as required and full documented records are maintained.
- Ensuring that personal protective equipment is issued and properly used, maintained and stored.
- Maintaining a positive culture towards Health and Safety and promoting Health and Safety among the workforce.

Employees are responsible for:

- Observing all safe working practices that are contained within this policy or otherwise advised and instructed.
- Notifying their immediate superior of any accident or incident at work (whether or not injury has occurred) and ensuring that it has been recorded.
- To be aware of any hazards in their workplace and to take the appropriate precautions including the use of any personal protective equipment that has been issued.
- Ensuring that they wear and correctly use all personal protective equipment and other safety devices that are set out in the safe operating procedures or risk assessments for their task
- To conduct all work in accordance with safe operating procedures, instructions and arrangements.
- Notifying their immediate superior, or any other affected employee, of any situation, which they consider to represent any serious and or immediate danger to health and safety.

- Notifying anyone who may be affected by their work of any potential hazards, i.e. the general public (special attention must be given to children), other employees and contractors.
- Immediately informing management, on becoming aware of, of any special medical or other conditions which might affect their work, e.g. asthma, heart condition, skin condition, epilepsy, etc.
- Using any equipment, machinery, dangerous substance, transport equipment or safety device in accordance with training and instruction received.
- NOT using any equipment which they are not authorised to use.
- NOT wilfully damaging, tampering with, or abusing any equipment or clothing provided.
- Making a visual check (or other checks that they are authorised to do) on all equipment before use.
- Setting aside and labelling any faulty equipment and informing their immediate supervisor.
- Acquainting themselves with the escape routes and evacuation procedures relevant to each place in which they work.
- Acquainting themselves with the location of first aid facilities and the identity of the local qualified first aider.
- Ensuring that working areas remain clean and tidy and assisting to maintain a good standard of hygiene and housekeeping in their workplace.
- NOT indulging in horseplay or other activities, which could endanger the safety of others.

Failing to comply with any part of this safety policy may result in disciplinary action, which may ultimately lead to summary dismissal.

Safety Representatives

Safety representatives will follow the functions laid down in:

- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996
- The NIAS document Guidance on Safety Representatives

Health and Safety Committee

The remit of the Health and Safety Committee is set out in the NIAS document "Health and Safety Committee Constitution".

SECTION 3

3.0 ARRANGEMENTS

3.1 Health and Safety Procedures

The Trust will establish the necessary procedures to comply with all current health and safety legislation and these will be added as appendices to this Policy, when developed. All health and safety procedures will be reviewed at least every two years or when circumstances dictate that any procedure could be considered to be obsolete

3.2 Untoward Incident Reporting

Refer to the Trust's 'Untoward Incident Reporting Procedure' File
Reference: NIAS/TW/002

3.3 First Aid

Adequate First Aid facilities will be provided as required by the Health and Safety (First Aid) Regulations (NI) 1982. An adequate number of trained First Aiders will be present as required by Health and Safety (First Aid) Regulations (NI) 1982.

3.3 (i) Occupational Health

The Trust has access to an Occupational Health Service which can be accessed through the processes outlined within the Trust's Attendance Management Policy.

(ii) Care Call

Care Call provides NIAS with a confidential Employee Assistance Programme.

3.5 Risk Assessment

As stated within the Organisation Section of this Policy, Managers will put in place schedules for the completion of risk assessments on all work activities carried out in areas under their control. These assessments will take place, in accordance with the Trust's Risk Management Strategy and all current legislation and whenever possible in conjunction with Staff Side Colleagues.

The Trusts standard risk assessment template will be used for all assessments and any risk identified will be assessed and managed

- in such a way that ensures that so far as is reasonably practicable needs of patients are met and
- in accordance with the Trust's Risk Management Strategy.

On completion of this task, it will also be the manager's responsibility to ensure that any employees under their control are made aware of any changes in procedure forthcoming out of these assessments.

- Suitable and sufficient assessments of the risks to the Health, Safety and Welfare of Trust employees and other persons who may be affected by Trust operations will be carried out by appropriate trained staff within departments and will cover the following areas:
 - Identification and qualification of the Hazards,
 - Identify who and how personnel (employees and others) may be harmed,
 - Evaluate the risk control measures required, if any,
 - Record significant findings.
- Risk Assessments will be revised as and when it is deemed to be necessary, (i.e. change in process, new machinery, etc).
- Risk Assessments will incorporate relevant statutory provisions and guidance pertaining to the activity being assessed.
- Risk Assessments will account for particular groups including those under 18 years of age and pregnant workers.

3.6 Provision and Use of Work Equipment (PUWER)

All existing work equipment shall conform to the associated legislative requirements and to relative codes of practice.

All new work equipment shall bear a CE mark and copies of the EC Declaration of Conformity shall be obtained by the Trust as required by the Provision and Use of Work Equipment Regulations and any amendment regulations. All new work equipment must be risk assessed regarding its impact on the working environment before purchase.

3.7 Employee Consultation

The Trust actively encourages Employee involvement in matters relating to Health, Safety and Welfare. Within the terms of reference laid down by the Safety Representatives and Safety Committee (NI) Regulations, or within the Health and Safety (Consultation with Employees) (NI) Regulations, Management will instigate a formal Health and Safety Committee. This will allow for a free flow of communication on Health and Safety related issues.

3.8 Construction Design & Management (NI) Regulations (CDM)

The Trust recognises its duties of the various duty holders contained in the CDM regulations and shall apply the requirements in full to projects which fall under the following categories:

- Works lasting for more than 30 days (NOTIFIABLE).
- Works involving more than 500 person days of work (NOTIFIABLE).
- Works involving 5 people or more on site at any one time (NON-NOTIFIABLE).

3.9 **Emergency Procedures**

Procedures to be followed in the event of serious or imminent danger will be detailed in a separate document, e.g. Fire Manual, Major Incident Plan. They will be kept under review. As part of the risk assessment process individuals at all Trust locations will review their local emergency procedures to ensure that they are adequate and that foreseeable events are covered.

3.10 **Training**

The Trust recognises that health and safety training is an integral part of safety arrangements and will ensure that **all** staff receives the necessary information, instruction, training and supervision to enable them to carry out their duties in a safe manner.

Induction courses for all new staff will include a general outline of the relevant legislation and attention will be drawn to the policy statement. Special attention will be given to fire drills, fire precautions and availability, type and use of first aid fire fighting equipment. Particular hazards associated with any process will be pointed out in the course of instruction to new staff and to those transferred from other areas of work.

Additional information, instruction and/or training wherever necessary to ensure staff are kept up-to-date with new developments and regulations.

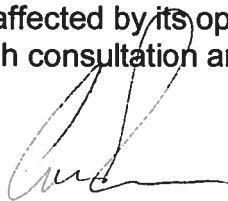
3.11 **Monitoring**

- Health and Safety audits, surveys and inspection reports will highlight areas of strengths and weaknesses with regard to Health, Safety and Welfare of persons at risk.
- Accident, injury and ill health records may be used, as an indicator, thus assisting management in monitoring any short falls of existing control measures.
- Safety Committee records may be used, thus assisting management in monitoring the effectiveness of Trust Policy and Procedures.

3.12 **Review Date**

The Trust will on an annual basis and/or, at times, where it is considered to be in the best health and safety interests of its staff, patients or others likely to be affected by its operations, revise this policy and all will be informed through consultation and by notice boards of any alteration or amendments.

Signed:
Chief Executive



Date of Issue: 01/04/2012
Review of Date: 01/04/2014

