

**AGENDA ITEM NO: 15.0.**

<b>Meeting Title/Date:</b>	Governing Body - 26 September 2017		
<b>Report Title:</b>	Health and Safety Policy		
<b>Paper Prepared By:</b>	Jacqui Thompson	<b>Date of Paper:</b>	August 2017
<b>Executive Sponsor:</b>	Andrew Bennett	<b>Responsible Manager:</b>	Jacqui Thompson
<b>Committees where Paper Previously Presented:</b>			
<b>Background Paper(s):</b>	None		
<b>Summary of Report:</b>	Morecambe Bay CCG requires an updated Health and Safety Policy.		
<b>Recommendation(s):</b>	The Governing Body is asked to ratify the MBCCG Health and Safety Policy.		
			<b>Please Select Y/N</b>
<b>Identified Risks:</b>	The CCG being unable to assure its duty to investigate and resolve complaints		Y
<b>Impact Assessment:</b> (Including Health, Equality, Diversity and Human Rights)	The Equality and Diversity Officer at the CSU has undertaken an equality impact assessment on the policy		Y
<b>Strategic Objective(s) Supported by this Paper:</b>			<b>Please Select (X)</b>
To Improve the health of our population and reduce inequalities in health			
To reduce premature deaths from a range of long term conditions			
To develop care closer to home			
To commission safe, sustainable and high quality Hospital Health Care			X
To commission safe, sustainable and high quality Mental Health Care			X
To improve capacity and capability of primary care services to respond to the changing health needs of our population			
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## NHS Morecambe Bay Clinical Commissioning Group

### Health and Safety Policy 2017-2019

<b>Author/s:</b>	Midlands and Lancashire CSU
<b>In Consultation with:</b>	Senior Manager Health and Wellbeing Morecambe Bay CCG
<b>Formally approved by:</b>	
<b>Sphere of Activity:</b>	This policy spans all Clinical Commissioning Group business and employees
<b>Version</b>	V_4.0
<b>Date of previous revisions:</b>	
<b>Distribution:</b>	All staff, including staff on temporary contracts, secondments, bank staff and students
<b>Target Audience:</b>	Governing Body members and all staff working for, or on behalf of, the CCG
<b>Equality Impact Assessment:</b>	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable to the Governing Body, every member of staff within the CCG irrespective of their age, disability, sex, gender, reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage or civil partnership, and those who work on behalf of the CCG.

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## **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

At NHS Morecambe Bay CCG, the Accountable Officer and the Governing Body are committed to achieving high standards of health and safety management.

The Governing Body expects all staff, visitors, contractors and other employers who work at NHS Morecambe Bay CCG to share this commitment by complying with NHS Morecambe Bay CCG policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

We intend to ensure the health and safety of all persons who may be affected by our activities are maintained by ensuring that, in so far as is reasonably practicable:

- A safe working environment is provided, along with adequate welfare arrangements and facilities;
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the CCG;
- All systems of work are safe and without unnecessary risks to health and safety;
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled;
- Ensuring that control measures and emergency procedures are: in place; effective ; properly used; monitored and maintained;
- Provide suitable and sufficient information, instruction, training and supervision at all levels necessary to ensure that staff are competent to undertake their work activities;
- Consulting with and involving our staff in matters relating to their own health and safety;
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Contractors undertaking work on behalf of the CCG, are competent to do so;

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors or members of the public.

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 NHS Morecambe Bay CCG. We expect every member of NHS Morecambe Bay CCG to share this commitment and to work together to achieve it.

**Signature of Accountable Officer**

**Printed Name:**

**Date:**

## **1. Introduction**

NHS Morecambe Bay Clinical Commissioning Group (CCG) is fully committed to protecting the health, safety and welfare of its entire staff. The Governing Body of the CCG will provide the leadership to ensure that exemplary health and safety practices are firmly embedded throughout the organisation to provide a secure and healthy environment in which to work.

The CCG will be kept informed and alert to Health and Safety issues and appoints the Chief Officer to co-ordinate matters of Health and Safety management. This role does not detract from the responsibilities of the Governing Body and other Executives for specific areas of Health and Safety management.

In compliance with health and safety legislation as it applies, this is a statement of the Health and Safety Policy of the CCG and the arrangements for its implementation. The policy itemises not only the duties of the CCG to protect the health, safety and welfare of its staff, but also the legal obligations that these acts place upon every member of staff whilst at work.

There is an obligation upon every line manager to ensure that staff are informed and instructed with regards to Health and Safety training, instruction and that such activities are properly recorded and records maintained.

As an employee of the CCG, you are to attend all required health and safety training relevant to you and to read this policy document and its arrangements carefully and raise any queries that you may have with your line manager.

## **2. Scope**

This policy applies to all employees of the CCG including bank, locum and agency and subcontracted staff. Managers at all levels are expected to take an active lead to ensure that health and safety and systems of internal control are of the highest standard and integral to the operation of the organisation.

The CCG will ensure that adequate resources are provided to meet legal health and safety standards and provide sufficient information, instruction and training to enable employees, independent contractors, bank, agency and locum staff to carry out their work safely.

## **3. Purpose**

The purpose of this policy is to:

- ensure, as far as is reasonably practicable, the health, safety and welfare of CCG staff;
- ensure, as far as is reasonably practicable, the health, safety and welfare of other persons. for example contractors, visitors, general public who may be affected by CCG's activities including travelling on CCG business and at non NHS sites;
- satisfy the requirements of the relevant regulations as they apply, and any other associated, relevant regulations;
- To supplement and enhance associated, and appropriate internal policies.

## **4. Strategic context**

The CCG attaches great importance to the Health and Safety of its staff, and recognises its legal obligations under the Health and Safety at Work etc. Act 1974, to ensure the health, safety and welfare of its staff, so far as is reasonably practicable. The CCG also accepts such responsibility for other persons who may be affected by its activities whilst on any site.

The CCG aims to design and implement services, policies and measures that are fair and equitable. As part of its development, this policy and its impact on staff, service users and the public have been reviewed in line with CCG's Legal Equality Duties. The purpose of the assessment is to improve service delivery by minimising and if possible removing any disproportionate adverse impact on employees, service users and the public on the grounds of race, socially excluded groups, gender, disability, age, sexual orientation or religion/belief.

## **5. Roles and Responsibilities**

### **5.1. The CCG Governing Body**

The CCG Governing Body is responsible for the organisation's system for internal control, including health and safety management. The Chief Officer is designated with overall responsibility for ensuring the implementation of external assurances covering health and safety and reporting to the Governing Body. This function forms part of the role of the Chief Officer, who delegates some of these responsibilities to members of the senior management team. The Governing Body ensures that Health and Safety Performance Indicators are set and monitored by the Quality Improvement Committee.

### **5.2. The Chief Officer**

The Chief Officer has overall accountability and responsibility for all matters involving health, safety, welfare and fire appertaining to the CCG; it is also the responsibility of all Managers to manage health and safety issues within their functional area. The Chief Officer also has responsibility for:

- Ensuring that adequate resources are available to implement the Health and Safety Policy;
- Ensuring that health and safety performance is regularly reviewed at Governing Body Level;
- Monitoring the effectiveness of the Health and Safety Policy;
- Ensuring that this policy is reviewed at least annually.

### **5.3. Governing Body - lead member**

The Chief Officer has been nominated as the member of the Governing Body responsible for the overall co-ordination and monitoring of the implementation of this policy in the CCG. Particular responsibilities include ensuring:

- The CCG Health and Safety Policy reflects current priorities and is monitored, reviewed and revised as necessary;
- There is an effective organisation, with clearly defined responsibilities, and arrangements for implementing the policy;
- The CCG Governing Body Members and Managers of the CCG are provided with competent health, safety and welfare advice to assist with the provision of protective and preventive measures and the implementation of health and safety legislation;

- There is a safety forum and/or other arrangements for consulting with trade union or employees' safety representatives;
- Systems are in place for identifying competencies to manage health and safety and meeting any competency requirements;
- Arrangements are in place for monitoring the implementation of the policy;
- The effective co-ordination of health, safety and welfare both within and between directorates so that the implementation of the policy is consistent with the ethos of the Board;
- Significant health and safety issues which cannot be resolved are raised with the Chief Officer.

#### **5.4. Executive and Senior Team**

Executives and senior managers will support the Chief Officer and carry direct responsibility for the implementation of Health and Safety related policies within their areas of control. They will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare in their areas of control.

#### **5.5 Line managers**

Line managers are responsible for ensuring their staff receive all necessary Health and Safety training, instruction and information and that such activities are properly recorded and records maintained, and must:

- organise the department, section or workplace so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials;
- plan and maintain good house-keeping;
- make sure the control measures in place are at all times operable and not interfered with and that personal protective clothing, where appropriate, is available and is used;
- co-operate with safety advisors as necessary;
- review operating and work instructions and specific related hazards to staff transferred into the department and/or new staff;
- ensure all accidents are reported to the relevant person so that they may be recorded;
- ensure all staff are aware of Health and Safety procedures;
- and encourage the good behaviours required by staff by setting a good example with respect to Health and Safety.

#### **5.6 Staff duties and responsibilities**

All staff whilst at work have a legal duty to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions. Staff must also co-operate fully with the arrangements made by management to meet its legal responsibilities for Health and Safety as in Section 7 of HASAWA 1974.

Staff have a responsibility for bringing to the immediate attention of their Manager any failings that could be detrimental to themselves and others, including visitors.

Specific responsibilities of staff are to:

- comply with local fire procedures;
- comply with local first aid procedures;
- not attempt to repair any item of electrical equipment (unless properly authorised to do so) but to report it to their manager;
- not to bring personal mains electrical equipment into work;
- report to the CCG, any obstructions to any walkways, entrances and exit areas and avoid creating such obstacles;
- not to move any equipment for which they have not been trained, without first seeking the advice of an appropriately trained person;
- report any building and/or equipment defects and/or shortfalls in cleanliness to the local competent person;
- Not to misuse or abuse any equipment which is provided for the purposes of Health and Safety
- and set a good personal example with respect to Health and Safety.

## **6. Health and Safety Representatives & Consultation**

Managers should strive to have in place arrangements to consult with staff on matters of health and safety. Where Health & Safety representatives are in place, whether they are Trade Union or non-Trade Union appointments, full co-operation should be given to the requirements of their role in the workplace.

The duties of Health and Safety representatives are, to a degree, job and work area specific with a common theme of ensuring the environment is as safe as is reasonably possible and protecting their colleagues from harm.

Any member of staff may make representation to Safety Representatives or Staff Representatives on any matter relating to their Health, Safety or Welfare.

## **7. General Arrangements for Health and Safety**

The CCG has the following policies and procedures in place in order to comply with the various specific statutory obligations or particular hazards, applicable to its work activities.

### **7.1 Risk Assessments**

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 with the regulatory requirements, the CCG will ensure:

- Risk assessments are carried out in order to evaluate and adequately control hazards, so to ensure the health, safety and welfare of employees, and others who may be affected by work activities of the CCG;
- Risk assessments are recorded in writing, on the appropriate form, in accordance with the CCG Risk Assessment Policy;
- Arrangements will be made for putting into practice the preventative and protective measures that follow from the risk assessment;
- Risk assessments will be regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative requirements, Standards, Codes of Practice etc.;
- The outcomes of risk assessments will be 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;

Safety training will be provided in safe systems of work and relevant training will be given to employees when:

- They commence employment with the CCG;
- Duties and tasks are allocated to them;
- They change job role or are given increased responsibility;
- There are changes in work methods/practice, equipment, legislation or guidance.

Full co – operation will be given where work areas are shared to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.

The CCG is committed to providing a safe system of work and safe working environment. It will provide the means and methods for removing or minimising any risks associated with any hazardous activities, or hazardous environments.

### **7.2 The Workplace**

The CCG is committed to providing a safe and healthy working environment and this extends to the design, management and maintenance of the premises we occupy, or have responsibility for. The CCG will ensure that:

- Access to, and egress from the workplace remains safe, taking into account the condition of floors, walkways, and levels of lighting;
- Suitable and Sufficient heating, ventilation and lighting is provided and maintained. Systems will be put into place to control other environmental factors including humidity and noise;
- Adequate welfare facilities are provided;
- Premises are inspected and kept in good repair and well maintained;

- Emergency procedures and business continuity plans are in place and communicated to all concerned.

## **7.3 Occupational Health**

### **7.3.1 Alcohol / Drugs**

The misuse of alcohol and drugs can lead to reduced productivity, taking time off work, serious ill health and accidents at work. Misuse of illegal drugs is a criminal offence.

For advice and information, please contact the Occupational Health Service.

### **7.3.2 Display Screen Equipment**

All staff who are dependent on the daily and prolonged use of Display Screen Equipment are classed as "essential users", and the CCG will ensure that risk assessments are carried out annually (or whenever circumstances change) to identify any workstation hazards and risks that an essential user may be exposed to.

The three principal risks relate to:

- Musculoskeletal disorders (upper limb disorders);
- Visual Fatigue;
- Mental Fatigue.

Risk assessments will cover the whole working environment including IT equipment, workstations, work patterns, and lighting.

All essential users will be provided with suitable and sufficient training in how to correctly set up and maintain their workstation.

### **7.3.3 Work Related Stress**

Stress is a natural response to excess pressure or demands. If managed correctly pressure can be a positive thing, however if the pressure is perceived as excessive, then this can lead to stress, which can be detrimental to health and productivity.

A person's ability to cope with stress will depend on their personality, perceptions, life skills, training, support, knowledge and past experiences. It follows, therefore, that a situation which is stressful to one person may not be stressful to another, and a situation which is stressful to you today, may not be so tomorrow.

Whilst being a difficult area to manage, the CCG has a duty to manage Stress, in line with all other Occupational Health and Safety issues.

### **7.3.4 Tobacco**

Second hand smoke is both a public and workplace hazard. The CCG seek to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke – free legislation. Adequate signage will be displayed to inform employees and visitors of the smoke – free status of the CCG.

### **7.3.5 Working Time Regulations**

Managers must ensure that they and their staff are aware of the limits on working time and entitlements provided for in the Working Time Regulations 1998 (as amended). HR can advise further and the link below gives HSE guidance on the issue.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

## **7.4 Security**

### **7.4.1 Premises security**

Appropriate security measures will be in place at each CCG site and these will be actively monitored and reviewed to ensure the safety of staff, visitors, equipment and plant.

Arrangements will be made for the provision of key holders and suitable training and information will be provided where necessary.

### **7.4.2 Violence/Bullying and Harassment**

Everyone has a duty to behave in an acceptable and appropriate manner. Staff have a right to work in an environment that is properly safe and secure.

The CCG as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Consequently, this issue is included in the Grievance policy. Any violence, bullying and/or harassment of CCG staff that is reported will be investigated in order to comply with this duty of care.

### **7.4.3 Lone Working**

Many of the CCG's employees may find themselves as a Lone Worker at times. The CCG recognises the importance of these employees being afforded as safe a working environment as is reasonably practicable.

Lone workers, generally come into two categories:

- Staff who through flexible working arrangements start work earlier or finish work later than what is generally regarded as normal office working hours (0830 – 17.00hrs);
- Staff who travel between sites in order to attend meetings.

Line Managers of lone workers have a duty to:

- Undertake a suitable and sufficient risk assessment of the hazards to which the lone worker may be exposed;
- Put control measures in place to reduce the risk, and;
- Monitor the effectiveness of the control measures applied.

Employees have a duty to:

- Follow all procedures and arrangements made for lone workers, and;
- Report all incidents or near misses relating to lone working.

## **7.5 Work Equipment**

### **7.5.1 General**

The CCG will maintain all work equipment in a safe working condition and ensure that the correct equipment is provided and used. Managers will ensure the correct equipment is used at all times, that it is properly maintained, and that no item of equipment is misused. Persons required to use the equipment will receive any necessary training, instruction and supervision.

The correct operating and safety instructions must be followed at all times. If an item of equipment is suspected of being defective, it should not be used until it has been thoroughly checked and approved for use by a competent person.

### **7.5.2 Portable Appliances and Electrical Safety**

All portable electrical appliances will be tested in accordance with the requirements and frequency as determined by legislation. All portable electrical equipment should be given a visual inspection for damage to the casing and wiring before being used.

Any defects should be reported immediately and the equipment is to be taken out of use straight way.

Staff should not bring their own portable electrical equipment (such as heaters, fans, kettles etc.) as these will not be tested and therefore pose a potential risk to other staff and property.

The CCG will ensure that the electrical installation system is tested in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and / or Department of Health Technical publications. Testing and examination of the electrical installation will be the responsibility of the building landlord and they will need to provide the necessary assurances to the CCG Board.

### **7.5.3 Building maintenance**

All CCG controlled sites will have planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold water supplies, lighting, cleaning, fire equipment and alarm systems, lifts and lifting equipment, security systems, sanitary facilities and general decoration.

Service Level Agreements will be put in place for such maintenance and appropriate records will be kept of all maintenance, breakdowns and repairs.

Essential information for use in the event of emergency breakdowns will be available to all designated responsible persons at each site.

## **7.6 Control of Substances Hazardous to Health (COSHH)**

The CCG is based in a low risk office environment with very few hazardous substances present.

Risk assessments will be undertaken to ensure staff do not become harmed in any way from exposure to hazardous substances in the workplace. Where elimination of that substance is not possible, a substitute will be found to lower the risks.

Any potentially hazardous substances identified will be suitably stored and labelled correctly. Appropriate information will be readily available relating to the natural characteristics of a particular substance, and suitable control measures and contingency plans will be in place to ensure appropriate action is taken in the event of an accident or injury.

Full training and information will be given to all staff that are required to handle such substances.

Protective personal equipment will be provided where appropriate, and a full review of substances will be carried out at regular intervals.

## **7.7 First Aid, Incident and Accident Reporting**

### **7.7.1 First Aid**

The CCG is based within a low risk office environment, however adequate first aid cover will be provided to minimise the consequence of injury or ill health in the workplace by treating minor injuries and where necessary giving help until professional assistance can be obtained. This will be achieved by:

- Carrying out assessments to determine the extent of first aid provisions required within the area or workplace for which they are responsible;
- Providing adequately stocked and accessible first aid boxes at identified locations;
- Providing appropriate training for employees so to assist them in gaining the relevant qualification to be either an Emergency First Aider or an Appointed Person.

It is acknowledged by the HSE that registered Doctors and Nurses who may not have attended a first aid course, if present at an accident / incident at work can act in an Emergency First Aider capacity.

### **7.7.2 Incident and Accident Reporting**

In the event of an accident, staff will ensure that a detailed entry of the event is written into the accident book and will notify their line manager who will subsequently determine, in conjunction with the Midlands and Lancashire Commissioning Support Unit's (M&LCSU) Health and Safety Advisor, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Records must be kept of the actions taken to ensure and maintain first aid provision. Records of accidents must be kept for a minimum of three years.

Where an accident has occurred it is necessary to carry out a further 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 written down and the conclusions clearly defined and acted upon.

## **7.8 Fire Safety**

The CCG will ensure that all persons on site are able to proceed safely along a recognised escape route, to a place of safety regardless of the location of the fire.

A Fire Risk Assessment will be carried out to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are eliminated.

Fire Wardens will be appointed at all the CCG controlled sites to assist with evacuation procedures.

Assembly points will be clearly identifiable and located in a suitable place away from any other dangers.

Staff will be fully informed and trained via evacuations in local evacuation procedures and will receive suitable refresher training as appropriate.

### **7.9 Other emergency evacuations**

Emergency evacuations prompted by bomb threats or other events will have the same essential principles for fire evacuation, although may not be signalled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted by any suspicious device or gas leak for example. Specific instructions will be issued to staff as the need arises.

Staff should read the appropriate evacuation process for any sites that they attend.

### **7.10 Manual handling**

Risk assessments will be carried out for any task where there is a significant risk to a person who is required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual. Such assessments will be readily available and will be shared amongst staff.

Consideration is given to the elimination of "risky" manual handling activities wherever practicable with provision of special equipment where appropriate.

Training, supervision and information will be given to staff by competent people prior to work being carried out.

Assessments will be reviewed should conditions change.

Where a member of staff raises a matter related to Health and Safety in Manual Handling the CCG will:

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate; and
- advise the member of staff of any actions taken.

### **7.11 New and Expectant Mothers**

The CCG accepts its responsibilities as set out within the Management of Health and Safety at Work Regulations to protect new, expectant and breastfeeding mothers.

The CCG requires new and expectant mothers to provide a written notification of pregnancy as early as possible or that they have given birth in the last six months or are breastfeeding.

Line managers are responsible for completing a New and Expectant Mothers risk assessment to ensure that the employee and the unborn child are not exposed to any significant risk.

The CCG will provide suitable facilities for nursing mothers to rest, express milk and store milk within a dedicated fridge. This facility must be situated conveniently in relation to sanitary facilities.

## **7.12 Driving Vehicles**

All employees who drive vehicles as part of their duties are expected to be in possession of a full, valid and current driving licence for the category of vehicle they are driving.

The CCG expects drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times.

All drivers should be adequately fit and healthy, and should bring to the CCG's attention any reason why they may not be fit to drive.

Drivers must not be under the influence of drugs or alcohol whilst driving.

All vehicles, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT certificate. All drivers should be adequately insured including 'business use'.

## **7.13 Mobile Telephones**

Staff using mobile phones at work are required to operate them safely and without risk to themselves or others.

From 1 December 2003, the use of hand-held mobile phones by drivers has been unlawful under new regulations which amended the Road Vehicles (Construction and Use) Regulations 1986. It has become a criminal offence for anyone to drive a motor vehicle while using a hand-held telephone or a similar device (other than a two-way radio), which performs an interactive communication function by transmitting and receiving data.

Since the new offence applies to hand-held devices, a driver will not be liable provided that the phone is operated without being held. You can use hands-free phones, sat navs and 2-way radios when you're driving or riding. But if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised.

Those in breach face a £200 fixed penalty and 6 penalty points or a fine of up to £1,000 on conviction in court. In addition, drivers will continue to risk prosecution for the more serious offence of failure to have proper control of their vehicles if they use hand held phones whilst driving.

The use of hand held mobile phone whilst driving is prohibited. It is the advice and strong recommendation of the CCG that mobile phones, even when legally used, should not be used when driving and preference should be given to only using mobile phones when stationary.

Consideration must be given to proper rest breaks and staff must not be contacted involuntarily outside normal working hours, mobile phone users are therefore entitled to switch off their phones during rest breaks, whilst driving and when they are not working.

Mobile phones must not be used in any situation where their use is locally prohibited or where they may cause risk including outside the car whilst on petrol station forecourts, due to the risk of speaking and fuel ignition or in hospitals where their use may affect medical equipment.

## **7.14 Training**

Health and Safety training is a statutory requirement of legislation and therefore mandatory for all staff of the CCG. Provision will be made to ensure staff receive adequate information, instruction and training with respect to Health and Safety where appropriate.

All new permanent employees must receive an Induction to include Health, Safety, Welfare, Fire and Security procedures and arrangements.

## **7.15 Waste disposal**

Waste will be managed effectively. Thought will be given to waste materials to determine whether they can be reduced, reused or recycled in any way. Where this is not an option, all waste materials will be disposed of safely.

Suitable receptacles will be provided at all locations for storing waste until it is disposed of in a suitable manner.

## **7.16 Third party contractors**

Third party contractors (not management contractors) will be required to submit a copy of their safety documentation such as, The Safety Policy, liability insurance and risk assessments/method statements along with their tender, in order for the CCG to ensure the contract includes appropriate measures of Health and Safety.

Third party contractors will be supplied with a copy of the CCG's Health and Safety policy and will be expected to abide by the policy unless a variation has been explicitly agreed.

All contractors that attend a CCG site will be provided with information on local Health and Safety arrangements and will be issued with permits for work where applicable.

## **8.0 References**

The Health and Safety at Work etc. Act 1974.  
The Management of Health and Safety at Work Regulations 1999.  
The Workplace (Health, Safety & Welfare) Regulations 1992.  
Health and Safety (Display Screen Equipment) Regulations 1992.  
Manual Handling Operations Regulations 1992.  
The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995.  
The Control of Substances Hazardous to Health Regulations 2004.  
The Regulatory Reform (Fire Safety) Order 2005.  
The Health and Safety (Miscellaneous Amendments) Regulations 2002  
The Safety Representatives and Safety Committees Regulations 1977 (as amended).  
The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).