

Report to:	NHS Hull Clinical Commissioning Group Board
Date of Meeting:	27 July 2018
Title of Report:	NHS Hull CCG Health, Safety and Security Annual Report 2017/18
Presented by:	Karen Martin, Deputy Director of Quality & Clinical Governance / Lead Nurse
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STATUS OF THE REPORT:

To approve	<input type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input type="checkbox"/>	For information	<input checked="" type="checkbox"/>
To note	<input checked="" type="checkbox"/>		

PURPOSE OF REPORT:
To inform the CCG Board on how the CCG has fulfilled its statutory duties in relation to Health, Safety and Security compliance.

RECOMMENDATIONS:

a To note the report and take assurance from the measures that are in place to manage Health, Safety and Security compliance.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

If yes, detail grounds for exemption

CCG STRATEGIC OBJECTIVE *(See guidance notes on page 4)*

Integral responsibility as an employing organisation to provide safe environment for staff and visitors.

Short summary as to how the report links to the CCG's strategic objectives

IMPLICATIONS: *(summary of key implications, including risks, associated with the paper),*

Finance	Financial support required for training requisite staff in First Aid and Fire Warden duties in order to meet legal duties and time allocation for any staff who will undertake Trade Union duties.
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HR	Health & safety, for CCG employees, visitors and other users of the shared premises is a legal requirement. All staff have been offered the opportunity to volunteer to be trained as first aiders / fire wardens / union representatives
Quality	All risk assessments and documentation associated with Health & Safety have been adapted to reflect the quality of the corporate brand.
Safety	All aspects of Health & Safety for the organisation, employees and facilities have been reviewed.

ENGAGEMENT:

Engagement has taken place with staff over training, consultation on the contents of policies and procedures and on risk assessments in the workplace.

Engagement has taken place with the landlord and concierge service at Wilberforce Court to ensure appropriate implementation of all health & safety related procedures, but in particular those relating to Fire Safety and Evacuation.

Engagement has taken place with eMBED staff over access to the required online training.

LEGAL ISSUES:

Compliance with all Health & Safety Legislation relevant to the organisation must be assured.

Consideration of all implications of action or inaction required in order to mitigate risk under Health and Safety legislation and the Corporate Manslaughter legislation.

EQUALITY AND DIVERSITY ISSUES: *(summary of impact, if any, of CCG's duty to promote equality and diversity based on Equality Impact Analysis (EIA). All reports relating to new services, changes to existing services or CCG strategies / policies must have a valid EIA and will not be received by the Committee if this is not appended to the report)*

	Tick relevant box
An Equality Impact Analysis/Assessment is not required for this report.	X
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

NHS HULL CCG ANNUAL HEALTH, SAFETY AND SECURITY REPORT 2017/18

1. INTRODUCTION

The purpose of this report is to inform the NHS Hull CCG Integrated Audit and Governance Committee of the current position of the organisation in relation to its Health, Safety and Security responsibilities, to outline progress made during the year 2017/18, and outline plans and actions for the year 2018/19.

2. BACKGROUND

NHS Hull Clinical Commissioning Group (Hull CCG) has responsibilities under the Health and Safety at Work Act (1974), and associated legislation to ensure that any employees, contractors and visitors are provided with a safe place of work, and safe systems of work.

During the year 2017/18 work was undertaken to develop and review core Health Safety and Security Policies applicable to the organisation, and to add further supporting policies such as Driving for Work.

In order to support the required health and safety work, the CCG continues to secure the services of a qualified Health & Safety Advisor who is based within the organisation on a 0.2 WTE arrangement from City Health Care Partnership CIC.

Services of a Local Security Management Specialist were originally secured through a contract with the East Coast Audit Consortium, but during 2017 the organisation merged with AuditOne and the provision was not covered for some months. In early 2018, AuditOne appointed a new Local Security Management Specialist who is now working with the organisation to review security related policies and procedures.

3. INFORMATION

3.1 Health, Safety & Security Group

The Health, Safety and Security Group continues to meet on a quarterly basis to ensure that all required health, safety and security actions are met and that suitable arrangements and monitoring are in place for the organisation. Minutes of the meetings are shared with NHS Hull CCG Integrated Audit and Governance Committee. Security matters are also discussed by the group and the Local Security Management Specialist (LSMS) is a member of the group.

The main focus of the group throughout the year continued to be one of ensuring the uptake of statutory and mandatory health & safety related training, the carrying out of all required risk assessments and the updating of policies and procedures.

Standing agenda items are:

- Policy review and updating
- Incident reviews
- Training compliance
- Risk assessment
- Health, Safety and Security news and Legislation Updates
- Health, Safety and Security Action Plan
- Security Matters

Consultation on Health, Safety and Security matters with unions currently takes place through a local trade union representative from the GMB Trade Union. Other recognised unions are encouraged to recruit representatives to join the group.

3.2 Statutory & Mandatory Health & Safety Related Training

The majority of statutory and mandatory training is completed via online systems accessed via the Electronic Staff Record (ESR). Particular modules and defined refresher periods have been agreed as shown in the table below. eMBED manage the online training system through ESR which provides a range of different training modules at both basic and advanced levels.

Where online training is not yet available (COSHH, Fire Warden, Evac Chair), the Health & Safety Advisor continues to deliver face-to-face training according to demand from new staff or those requiring a refresher. Confirmation of completion of such courses is sent to eMBED so that records can be manually updated.

A compliance target of 95% was agreed by the CCG for each subject, with ongoing monitoring being undertaken by the Health & Safety Advisor on a monthly basis. Variance in compliance is accounted for by staff who are absent from the organisation on long term sick leave, maternity or sabbatical. New staff are given 12 weeks to complete all of the identified statutory and mandatory training required for their role.

The agreed training schedule can be seen below, along with the compliance rates as at 31st March 2018. Work is ongoing with eMBED to ensure access to the training modules is available to all staff and discrepancies in records are being addressed on a monthly basis. Difficulties with access at the beginning of the year have now been addressed.

Managers are notified of the compliance for their team on a monthly basis and are required to address non-compliance with any employees concerned as required.

31st March 2018			
Subject	Renewal	Target	Compliance
Fire Safety Awareness	Annual	95%	84%
Infection Prevention	Every 3 Years	95%	88%
Moving and Handling	Every 3 Years	95%	85%
Safeguarding Children	Every 3 Years	95%	80%
Safeguarding Adults	Every 3 Years	95%	87%
Equality, Diversity & Human Rights	Every 3 Years	95%	84%
Data Security Awareness (IG)	Annual	95%	98%
Mental Health Act	Every 3 Years	95%	71%
Prevent	Every 3 Years	95%	88%
under 85%			
85 - 95%			
over 95%			
Overall Compliance			88%

3.3 Risk Assessment

All required risk assessments are reviewed on an annual basis or sooner if required in response to changes in legislation or as a result of a reported incident. Risk

assessments are held in a folder in the staff area at Wilberforce Court and are also available on the CCG Y:/drive. Staff are alerted by email if any changes are made to existing assessments or if new ones become available. All risk assessments have been reviewed. Ad-Hoc risk assessments are also undertaken as required, such as for activities undertaken at the NHS Hull CCG Annual General Meeting.

3.4 Policies and Procedures

During 2017/18, further work was undertaken to develop and maintain a core of health, safety and security policies that were suitable for the activities of the CCG. The approvals process has been reviewed and agreed, with all new and amended policies going through the Integrated Audit and Governance Committee.

3.5 Incident Reporting

3.5.1 Health & Safety Incidents

DATIX Reports	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
H&S Incidents	0	0	0	0	0	1	1	0	0	0	0	0

Only 2 Health and Safety Incidents were reported on DATIX for the year 2017/18, this is a marked reduction from the previous year. The previous year included many incidents relating to slips on the flooring on floor 2 which now seem to have been resolved, initially with the stripping of the floor polish, and latterly with the replacement of the flooring.

Both of the reported incidents involved staff falling, one due to fainting in the office and the other due to tripping over an office chair. Neither were preventable and neither had lasting consequences.

3.5.2 Security Incidents

Element	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Security Incidents	0	0	4*	0	0	1	3	0	0	1	0	0

There were 9 security incidents reported on DATIX during the year 2017/18. On investigation it was found that the 4 reports made in June all related to the same incident – all related to the security company not disarming the alarm on 4 consecutive days, there was a further incident of the same issue reported in October. Reasons given by the security company were that relief members of staff had attended on all 5 occasions and were not familiar with the unlock procedure.

3 incidents related to theft/attempted theft. One theft of a work laptop from a gym locker, one theft of a cycle from Wilberforce Court and a further attempted theft of a cycle from Wilberforce Court.

The final incident related to a collapsed member of the public outside Wilberforce Court who became abusive when offered help.

3.6 Fire Safety

The organisation has a robust Fire Safety Policy and currently has 9 trained Fire Wardens who are responsible for ensuring a smooth evacuation from the building in the event of a fire as well as basic day-to-day fire safety duties. Practice evacuations are undertaken by the building concierge on a 6 monthly basis. The CCG keeps its own records in relation to these exercises and both undertaken in the last 12 months have gone smoothly with no further action required. These records are reviewed by the HSS Group.

During the year, there has been one member of staff requiring a Personal Emergency Evacuation Plan (PEEP). This has been carried out with the co-operation of the staff member concerned and is recorded in the Fire Folder held in reception. As a result of the PEEP, the Evac+Chair on floor 3 has been replaced with a different model which is more appropriate to the environment, and has been relocated so that it is closer to the member of staff concerned.

3.7 First Aid

A full First Aid Risk Assessment of the organisation has been carried out, and can be found in the Health & Safety information folder. The organisation currently has 5 trained first aiders which provides an adequate amount of cover for the environment on both floors of Wilberforce Court. The first aid kits are checked on a monthly basis and hold items appropriate to the activity of the CCG.

3.8 Security

Security arrangements at Wilberforce Court were generally good. The only incidents relating to building security were those where the alarm was activated by members of staff after the security company had failed to disarm which presented no actual threat to the premises. The theft and attempted theft of a cycle from the cycle storage in the car park was reported to the police and has now been addressed by the purchase of a secure cycle shelter. The theft of a laptop from a gym locker was also reported to the police, but investigations could not continue as there was no CCTC footage available.

The newly appointed Local Security Management Specialist will be undertaking a full Security Risk assessment in 2018/19 to see if any further improvements can be made.

3.8 Communication

Communication is key to maintaining a good Health & Safety culture within an organisation. A variety of methods have been employed to ensure that staff are aware of Health & Safety matters:

- The provision of a Health & Safety Noticeboard in the staff rest area on the second floor at Wilberforce Court.
- The provision of an area on the Y/Drive and the portal for Health & Safety related materials.
- The creation of the CCG Health & Safety Information File which contains all risk assessments, building inspections etc.
- The provision of update emails to all staff following each HSS Meeting.

3.9 Priorities for 2018/19

The priorities for 2018/19 include:

- The training compliance target will be reviewed to ensure it is in line with other CCG's.
- Review and updating of policies in response to changing needs of the CCG and legislation.
- Work with eMBED to progress any updates to the online training package
- Reviewing incident reporting training and providing training where required.
- Review all risk assessments in relation to the activities of the CCG.
- Develop notification system to enable Local Security Management Specialist to respond to security incidents logged on DATIX
- Ensure that a Security Risk Assessment for the CCG premises is carried out and any identified actions completed.

4. CONCLUSION

Hull CCG is currently compliant in delivering its responsibilities regarding Health, Safety and Security Safety. All relevant risk assessments have been completed, and are available to staff. Policies have been completed and there is a good Health & Safety culture established with staff at all levels.

The significant work carried out throughout the year ensures that there is a good foundation for compliance with Health and Safety Legislation going forward.

Overall, Hull CCG is a low risk environment as there is little within the work environment in the way of heavy machinery, harsh chemicals or heavy physical work. This does not mean however that the organisation should become complacent regarding its legal responsibilities and review of policies, procedures and incident reporting must be maintained. Appropriate arrangements are in place which should enable this positive situation to be maintained.

5. RECOMMENDATIONS

It is recommended that:

- a) the report be noted;
- b) the CCG Board takes assurance from the measures in place to manage Health, Safety and Security and maintain legal compliance.