

Item: 8.3

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| Report to: | NHS Hull Clinical Commissioning Group Board Meeting |
| Date of Meeting: | Friday 27 th November 2020 |
| Title of Report: | NHS Hull CCG Health & Safety Annual Report 2018/9 |
| Presented by: | Clare Linley, Interim Director of Nursing |
| Author: | Helen Johnson, Health & Safety Advisor |

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 type="checkbox"/> |
| To note | <input checked="" type="checkbox"/> | | |

PURPOSE OF REPORT:
To inform the committee 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.

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| <p><i>Short summary as to how the report links to the CCG's strategic objectives</i></p> |

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|---|---|
| <p>IMPLICATIONS: <i>(summary of key implications, including risks, associated with the paper),</i></p> | |
| 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. |
| 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 and Security related procedures, but in particular those relating to Fire Safety and Evacuation.

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 Clinical Commissioning Group
Health and Safety Annual Report
2019/20**

1. INTRODUCTION

The purpose of this report is to inform the NHS Hull Clinical Commissioning Group Board of the current position of the organisation in relation to its Health, Safety and Security responsibilities, to outline progress made during the year 2019/20, and outline plans and actions for the year 2020/21.

2. BACKGROUND

NHS Hull Clinical Commissioning Group (Hull CCG) has responsibilities under the Health & 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 2019/20 work was undertaken to develop and review core Health, Safety and Security policies applicable to the organisation. In order to support this 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 secured through a contract with AuditOne and their Local Security Management Specialist is working with the organisation to review security related policies and procedures.

3. INFORMATION

3.1 Health, Safety and 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) from AuditOne is a member of the group.

The terms of reference for the group have been reviewed at the beginning of the year to ensure appropriate membership. The main focus of the group continued to be the carrying out of all required risk assessments, the updating of policies and procedures, and ensuring the required uptake of statutory and mandatory health, safety and security related training against organisational and national targets. Incident reporting data was also reviewed at each meeting.

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 Risk Assessment

Risk assessment is the basis of all Health and Safety legislation and Security best practice guidance. Identifying, then either removing or reducing identified risk is key to safe working for all.

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 electronically, and are also available in a folder in the staff area at Wilberforce Court. Employees are alerted by email and by newsletter if any changes are made to existing assessments or if new ones become available.

All NHS Hull CCG Health and Safety risk assessments have been reviewed in the last year. Ad-Hoc risk assessments have also been undertaken as required, such as for activities as staff wellbeing week, annual general meeting etc.

A significant challenge during the year was to continue to ensure that staff and visitors to the CCG were not affected adversely by the structural changes taking place at Wilberforce Court as a result of the owners changing the majority of the building into residential flats.

3.3 Policies and Procedures

During 2019/20 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. During the year April 2019 to Mar 2020, the following policies were reviewed:

- Health & Safety Policy
- Fire Policy
- First Aid Policy
- DSE Policy
- Lone Working Policy
- Driving for Work Policy

3.4 Statutory & Mandatory Health, Safety and Security 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. For the period covered in this report, Humber HR managed the online training system through ESR which provided a range of different training modules at both basic and advanced levels.

Where online training is not 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 Humber HR so that individual staff records can be manually updated.

A compliance target of 85% was agreed by the CCG for each subject (with the exception of Data Awareness which has a national target of 95%, 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.

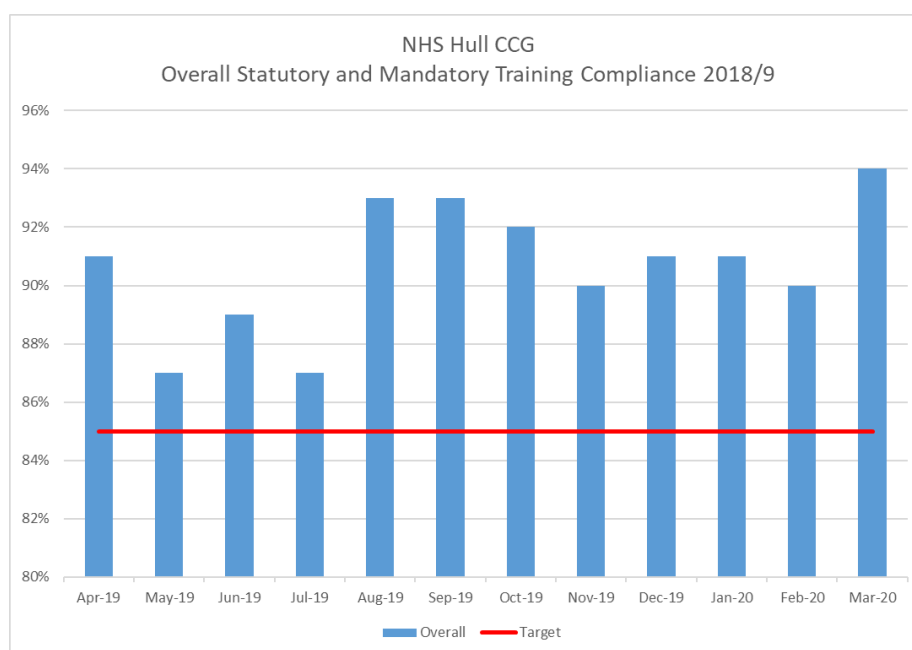
New employees are given 12 weeks to complete all of the identified statutory and mandatory training required for their role.

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.

The agreed training schedule can be seen below, along with the compliance rates for each subject as at 31st March 2020.

| Subject | Renewal | Target | Compliance |
|------------------------------------|---------------|--------|------------|
| Fire Safety Awareness | Annual | 85% | 91% |
| Infection Prevention | Every 3 Years | 85% | 96% |
| Moving and Handling | Every 3 Years | 85% | 94% |
| Safeguarding Children | Every 3 Years | 85% | 99% |
| Safeguarding Adults | Every 3 Years | 85% | 96% |
| Equality, Diversity & Human Rights | Every 3 Years | 85% | 86% |
| Data Security Awareness (IG) | Annual | 95% | 90% |
| Prevent | Every 3 Years | 85% | 94% |
| Conflict of Interest | Every 3 Years | 85% | 86% |

The chart below shows overall organisational compliance throughout the year.



3.5 Incident Reporting

3.5.1 Health & Safety Incidents

| DATIX Reports | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| H&S Incidents | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 |

There were 5 Health & Safety Incidents reported on DATIX for the year 2019/20, this was an increase of 3 from the previous year.

- Apr-19 – Fuse blown on electrical box on desk in 2nd floor main office. Electrical Box replaced.
- Jun-19 – Member of staff appeared to be chocking. First aid (back slaps) applied and member of staff recovered
- Sept-19 – Staff member breached safety cordon in construction area in the car park in order to gain access to Cycle shelter. All staff reminded of the need to obey the safety signs.
- Nov-19 – Ongoing issues with a leaking roof on the 3rd floor meant having to take 2 desks out of commission due to drafts and mould. Matter passed to landlord and repair work is ongoing.
- Feb-20 – The smell of electrical burning was detected coming from a riser in the 2nd floor landing area. Landlord notified and fault dealt with.

3.5.2 Security Incidents

| Element | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 |
|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Security Incidents | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |

There were 5 security incidents reported on DATIX during the year 2019/20 This was 2 less than the previous year.

All of these related to the security company failing to attend to lock or unlock the premises. No actual harm was caused by these failures.

3.6 Fire Safety

The organisation has a robust Fire Safety Policy and currently has 10 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, and there were also several unplanned evacuations during the year due to the activity of the contractors working elsewhere in the building. The CCG keeps its own records in relation to these evacuations and all undertaken in the last 12 months have gone smoothly with no further action required. These records are discussed by the Fire Warden Group by means of a de-brief directly after the evacuation, and are reviewed by the HSS Group on a quarterly basis.

The organisation has one member of staff requiring a Personal Emergency Evacuation Plan (PEEP). This was reviewed with the co-operation of the staff member concerned and was held in the Fire Folder held in the 2nd Floor reception. No changes were identified.

3.7 First Aid

The First Aid Risk Assessment was reviewed during the year, and a copy can be found in the Health & Safety information folder. Due to staff changes a need was identified for additional staff were trained. The organisation currently has 7 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 as identified in the risk assessment.

3.8 Security

The contracted Local Security Management Specialist will be undertaking a full Security Risk assessment in 20/21 to see if any further improvements are required.

3.8 Communication

Communication is key to maintaining a good Health, Safety and Security 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 & Security noticeboard in the staff rest area on the second and third floors at Wilberforce Court.
- The circulation of all reviewed policies by email and also placing them on the CCG intranet.
- 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.
- The circulation of a Health & Safety newsletter following each Health, Safety and Security Group meeting.

3.9 Priorities for 2020/21

The Covid-19 pandemic situation has had a significant influence on H&S planning for 20/21. The priorities include:

- Reviewing the building risk assessment to ensure compliance with the government guidance, and ensuring appropriate arrangements are in place.
- The re-introduction of a Home Working Policy and the associated risk assessments and actions.
- Ensuring that training compliance is maintained within organisational targets.
- Review and updating of policies in response to changing needs of the CCG and legislation.
- Develop notification system to enable the contracted Local Security Management Specialist to respond to security incidents logged on DATIX.
- Ensuring that any action required due to the conversion of the majority of Wilberforce Court into flats does not adversely affect the health, safety and security of those working for, or visiting the CCG.

4. CONCLUSION

Hull CCG is currently compliant in delivering its responsibilities regarding Health, Safety and Security. All relevant risk assessments have been completed, and are available to staff. Policies have been completed and there is a good Health and 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. The ongoing Covid-19 restrictions are likely to be in force for some time and will need to be regularly reviewed so as to ensure the safety of staff and others. Appropriate arrangements are in place which should enable this overall positive situation to be maintained.

5. RECOMMENDATIONS

It is recommended that:

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

Report written by;
Helen Johnson, Health & Safety Advisor