

Health and Safety Policy - Part 2. Delegated Responsibilities

This Management Process Description replaces
MPD354/5

Copy Number

Effective: 09/04/18

Summary of Significant Changes

To reflect the new structure in Health, Safety and Wellbeing department & responsibility for the Irradiation

Policy

It is the policy of NHSBT to ensure that employees understand their Health and Safety (H&S) responsibilities.

Purpose

The purpose of this document is to explain to staff at all levels in NHSBT what their H&S responsibilities are and the responsibilities of key health and safety groups.

Responsibilities

The Chief Executive

The Chief Executive of NHSBT has the overall responsibility to NHSBT Board for the effective implementation of H&S legislation.

Responsibilities include:

- approving the general policy statement;
- the allocation of adequate resources for H&S;
- ensuring that H&S is effectively managed;
- ensuring that H&S performance is measured;

Ensuring that all staff, including the Chief Executive, are competent.

The Executive Directors

The Chief Executive delegates operational aspects of H&S to the Executive Directors.

Responsibilities include:

- contributing to policy development via the H&S Policy Group;
- planning the effective implementation of H&S policies;
- ensuring that H&S objectives are an integral part of the organisation's business plan and are measurable;
- ensuring that managers and staff are competent to fulfil their duties under the H&S policy and to do their job safely;
- ensuring that managers' responsibilities for H&S are defined in their job descriptions;
- ensuring that H&S performance is included in managers appraisals and objectives;
- to co-operate and co-ordinate with organisations that NHSBT works with (such as universities, hospitals and contractors) to ensure that H&S is effectively planned and managed;
- to consult with staff to ensure the participation and involvement of all employees and their representatives in the planning process;
- authorise new or revised policies.

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The Director of Workforce is also responsible for:

- ensuring that there is an effective H&S management system in NHSBT;
- providing a professional and competent H&S advisory service in NHSBT;
- providing a professional and competent occupational health service in NHSBT.

Senior Managers

Senior Managers will ensure:

- strategic H&S plans are implemented through functional plans where necessary;
- the allocation of adequate resources for H&S within their areas;
- that H&S feedback is appropriately reviewed and action taken where necessary.

Managers

Managers will ensure that arrangements for H&S are implemented and are continuously under review, and that responsibility for H&S is effectively delegated to those reporting to them, for example supervisors and staff.

Responsibilities include:

- to consult with staff and/or their accredited health and safety representatives;
- to effectively implement the directorates, or function's, H&S plan. This will include:
 - the provision of the required human and physical resources as well as information, on a day to day basis, to enable staff to carry out their duties;
 - ensuring that risk assessments are carried out and action taken to reduce risk;
 - ensuring that employees understand their H&S responsibilities;
 - assessing the need for H&S training and ensuring that it is delivered;
 - ensuring that all documentation (such as risk assessments, procedures, training and maintenance records) are available;
 - regularly inspecting their work area and staff's working practices;
 - investigating, reporting and recording accidents;
 - with the assistance of occupational health, reporting and managing occupational illness;
 - ensuring that personal protective equipment is provided and used where necessary;
 - co-operating with other employers, such as contractors, to ensure the safety of NHSBT staff and third parties;
 - ensure that safety issues are a normal part of operational communications and that their staff contribute to ensuring that the appropriate levels of safety are maintained at all times;
 - provision of prompt feedback to senior management of:
 - safety performance including successes and failures;
 - identified deficiencies in safety plans, policies, standards, procedures and systems.

Supervisors

Supervisors allocate work, provide instruction and monitor staff activities. The level of supervision required depends on:

- severity of the risk in the activity or workplace and must be suitable and sufficient to maintain a safe working environment;
- the competence of staff e.g. new employees, young persons and staff requiring on the job training;
- any specific legal requirements e.g. ionising radiation;
- amount of lone working required in the area.

Supervision has a positive effect on safety culture when used as part of team building and coaching rather than pure enforcement of rules and procedures.

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All Employees

All employees have a responsibility for their own and other peoples' H&S.

Responsibilities include:

- to work safely and ensure that through their acts and omissions they do not injure themselves or others;
- to co-operate with the employer and others to improve H&S;
- not to interfere with, or misuse, anything provided for health, safety and welfare;
- to use personal protective equipment where instructed and to take reasonable care of such equipment;
- to use equipment provided in accordance with provided instruction and training;
- to report the following to their line manager any H&S shortcomings including:
 - un-safe equipment or working practises;
 - accidents and near misses.

Definitions

OHSAS 18001. Occupational Health and Safety Assessment Series standard 18001

Applicable Documents

The legislation applicable to responsibilities is the Health and Safety at Work Act and the following regulations:

- Management of Health and Safety at Work Regulations;
- Health and safety guidance note 65 Successful H&S Management;
- Other H&S Management Process Descriptions.

Process Description

In addition to the above individual responsibilities the following arrangements have been made for Health and Safety:

- Heads of Centre / Centre Partnership Committee
- H&S Department
- H&S Co-ordinators
- NHSBT Executive Team and Governance Assurance Committee Review of H&S
- H&S Policy Group
- H&S Advisers Team
- Occupational Health User Groups

Heads of Centre / Centre Partnership Committee

Centre Partnership Committee are management meetings primarily designed for communication purposes. The role of the Heads of Centres and Centre Partnerships Committee's (or centre management groups) is to facilitate and co-ordinate local cross-directorate H&S issues as well as to monitor and promote H&S.

Health, Safety & Wellbeing Department (H,S&W)

The H,S&W Department is responsible for the provision of professional and competent H&S and occupational health services to meet the needs of the organisation. As such Senior H,S&W Advisors support Policy Makers, Planners, Implementers and Staff.

The H&S Service will be provided to NHSBT and its staff, including their representatives.

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The H&S Service will include:

- policy, strategy and guidance development;
- support for the safety planning process within the Directorates and Senior Management Teams, including suggesting objectives and priorities based on the current plan for H&S;
- support for managers in the identification of hazard, the assessment of the level of risk and the identification and implementation of appropriate risk control measures for existing and new equipment or processes;
- facilitating staff consultation;
- provision of H&S advice including how to: promote a positive H&S culture; effectively implement H&S policy; interpret the law as it applies to NHSBT operations; apply appropriate legal technical standards and comply with regulatory requirements;
- methods to assess risk;
- training, for example H&S training for managers, risk assessment, hazardous substances and manual handling;
- collation of accident and near miss information and investigation, including reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to Enforcing Authorities;
- the maintenance of information systems covering relevant legislation and safety management practices;
- the establishment and maintenance of professional relationships with Enforcing Authorities including the Health and Safety Executive (HSE);
- auditing to evaluate compliance with applicable legal requirements and establishment of active and reactive monitoring systems e.g. H&S Scorecards;
- occupational health.

H&S Advisors will be trained and qualified to NVQ Level 5 in Occupational Health and Safety or equivalent

Senior H,S&W Advisors will be trained and qualified to Post graduate qualification to masters standard (this could include a NEBOSH Diploma) in occupational health and safety or equivalent.

Senior H,S&W Advisors are independent of the main operational Directorates and will provide authoritative advice and are able to stop work where agreed standards are not being met and there is a risk of injury. The Directorate Health, Safety & Wellbeing lead will advise the Director and senior management team on matters of H&S policy, plans and standards.

H&S Co-ordinators

H&S Co-ordinators may be appointed for Directorate / Functional areas. Where they have been they will have the following role and responsibilities:

- monitoring the Directorate / Functional H&S plan - ensuring implementation of Policies at the operational level;
- updating their H&S plan;
- communication of their H&S plan to operational managers and other areas;
- membership of National H&S Committee and Policy Group Meetings (one seat per Directorate, can be shared on a rotational basis if several co-ordinators);
- attend Function specific consultative meetings where established;
- facilitation of Directorate / Functional specific H&S Policies;
- provide link on the Directorate / Functional Senior Management Team for any audits, accident trends so that they are regularly reviewed;
- receive and co-ordinate appropriate action for any H&S notices;
- annual Directorate / Functional H&S Report and its implementation into Directorate report.

This is not a substantive post.

Training requirements will include completion of the lead auditor's course to OHSAS 18001 H&S standard.

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NHSBT Executive Team and Governance Assurance Committee Review of H&S

H&S performance will be reviewed by the production of an Annual NHSBT H&S Report. This will be produced by Assistant Director H&S and then presented to the Governance Assurance Committee (GAC) for scrutiny by Non Executive Directors and Executive Directors. The report will be assessed by the Governance Assurance Committee and endorsed before publication and provided to the Board by HR Director.

The senior management review of health and safety takes place with the Executive team twice a year. The results of which are forwarded to Governance and Audit Committee and Board for information. The senior management review considers:

- OH&S performance,
- OH&S Policy and objectives
- Evaluation of legal and other requirement compliance
- Recommendations for improvement and resources
- Communications from interested third parties and complaints
- Competency and training effectiveness
- Other elements of the OH&S management system as necessary

Outputs from the senior management review are minuted and actions tracked to conclusion.

Communication of the senior management review is through H&S Committee and H&S intranet page.

H&S Policy Group

The objective of the group is to develop and improve the way NHSBT manages H&S in order to contribute to the organisation's Key Values and Core Purpose by changing the way people work.

It is the responsibility of each Director to nominate a person to represent their Directorate at the H&S Policy Group.

Its remit will include:

- policy development, including strategies on how policy will be planned and implemented within Directorates so becoming part of the general activities of the organisation;
- development of the national plan for H&S and reviewing progress against the plan;
- to identify further training and resource needs;
- to consider and formulate a response to relevant safety issues received from the staff side of the National Health & Safety Committee;
- to consider changes in legislation and guidance and how this will affect NHSBT;
- to consider contacts with Enforcing Authorities (e.g. the HSE or EA);
- to monitor the progress and implementation of H&S practices by, for example, monitoring accident reporting trends and reviewing progress to develop policy;
- to provide information for the annual report;
- to review audits and the audit programme.

H&S Advisors Team Advisory Group

The objective of the group is to assist NHSBT to develop and improve H&S policy and its planning and implementation by the provision of excellent, timely and consistent advice.

The Assistant Director H&S and H&S Advisers will form the H&S Advisors Team.

Its remit will include:

- to advise the H&S Policy Group on the development of policy, including guidance on how policy will be planned and implemented within directorates;
- to share and communicate Directorate plans for safety to ensure there is consistency of approach, amongst H&S advisers and local managers, in their implementation;
- to advise the H&S Policy Group of changes in legislation and guidance and how this will affect NHSBT;

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- to consider contacts with Enforcing Authorities (e.g. the Health and Safety Executive or Environment Agency) and how this may affect policies and procedures;
- to monitor the progress and implementation of H&S practices by, for example, monitoring accident reporting trends and to advise the H&S Policy Group in actions to be taken;
- to assist the H&S Policy Group in producing an annual report for the Executive;
- to review audits and the audit programme and to advise the H&S Policy Group in actions to be taken.

Occupational Health Standards committee

The objective of the user group is to influence the direction and development of occupational health; to monitor performance against the Service Level Agreement (SLA); and, where necessary, to discuss and resolve issues that are relevant to that group.

Irradiators

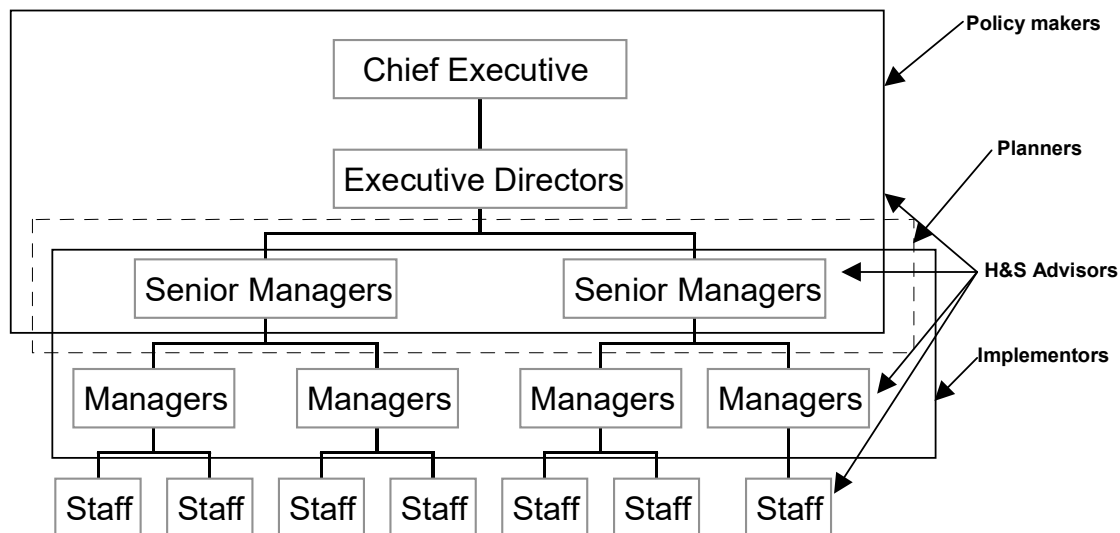
Assistant Director Operations Manufacturing will have responsibility for the safety of our Irradiators under the Ionising Radiations Regulations, with authority to stop work for any safety related issue, they will be responsible for appointing an appropriately qualified Radiation Protection Advisor and that each area has a Radiation Protection Supervisor and refer to the new IRR MPD.

In summary

Key functions for health and safety management are:

- Formulating and developing policy including identifying key objectives and reviewing progress against them and will be carried out by the Chief Executive, Directors, Directorate Senior Management Teams, H&S Policy Group and H&S Team Advisory Group;
- Planning, measuring, reviewing and auditing health and safety activities to ensure meet legal and Policy commitments will be carried out by the H&S Policy Group, Directorate Senior Management team, functional and departmental level, and H&S Team Advisory Group;
- Ensuring effective implementation of plans and reporting on performance and will be carried out at Directorate Senior Management Teams, functional and departmental levels.

The link between making H&S policy and its implementation to improve H&S can be summarised as:



Key Tasks for Policy Makers, Planners and Implementers of Policy

The key tasks of policy makers include:

- Devising H&S Policy;

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- Establishing strategies to implement the above and incorporating them into business plans;
- Establishing a structure for implementing and supporting plans;
- Agreeing improvement plans and reviewing progress development of the H&S management system;
- Ensuring H&S objectives are actioned.

The major outputs of Policy makers are:

- The written H&S policy statement signed by Chief Executive;
- National H&S Plan approved by the Executive team;
- Approving H&S policies that implement arrangements for H&S that have been agreed with staff side at the national H&S Committee.

The key tasks of planners include:

- Producing detailed plans to achieve the national H&S plan;
- Devising arrangements to control risks and workplace precautions and appropriate performance standards;
- Co-ordinating specialist H&S advice to ensure progress against the national H&S plan;
- Ensure up to date with H&S legislation, standards and best practice.

Outputs include:

- H&S strategies;
- Operational Plans and objectives with time scales;
- Any specifications required for risk control systems, workplace precautions and performance standards e.g. liquid nitrogen;
- Up to date documentation.

The key tasks for implementers are:

- Implementation of operational plans, management arrangements, risk control systems and workplace precautions and performance standards;
- Providing adequate physical and human resources and necessary information;
- Providing feedback on performance both negative and positive;
- Ensuring communication and participation at all levels.

Key outputs are:

- Delivery of professional H&S advisory service;
- Ensure products and services do not create risks to others.

Exceptions

None