

MANAGEMENT PROCESS DESCRIPTION MPD560/1.2

Estates and Facilities Health and Safety Policy

<i>This Management Process Description replaces</i> MPD560/1.1	Copy Number
	Effective 17/07/14
Summary of Significant Changes H&S Restructure	

Policy

It is the Policy of Estates and Facilities to continue to promote high standards of Occupational Health and Safety for all its employees and comply with all relevant legislation and appropriate standards. Legal compliance as a minimum requirement will be exceeded whenever reasonably practicable and when it can be shown to significantly improve working lives. Estates and Facilities will seek to continuously improve its Occupational Health and Safety performance through the setting, monitoring and review of objectives that will form part of the business objectives.

Estates and Facilities will maintain a continuing and constant interest in Occupational Health and Safety matters such that it achieves full involvement, contribution and performance from all employees and it will provide sufficient resources in time and money applicable to its activities. Estates and Facilities will consult with employees and their representatives in order to gain genuine involvement with the generation and review of appropriate Estates and Facilities specific policies for Occupational Health and Safety.

Estates and Facilities is committed to do all that is reasonably practicable to prevent injury and damage to property and the environment and to protect everyone from foreseeable risks, including contractors, visitors and members of the public, in so far as they come into contact with Estates and Facilities.

Purpose

The purpose of this Management Process Description is to set out Estates and Facilities policy, organisation and arrangements for health, safety and the environment.

Responsibilities

Operating functions within Estates and Facilities will adhere to and implement this policy.

Deputy Director for Estates and Facilities will establish a health and safety plan which uniquely reflects the business activities and locations under their control.

Definitions

Must – This is the minimum criterion that is to be met

Should – Where reasonably practicable this criterion is to be met

Applicable Documents

[MPD354](#) – Health and Safety Policy - Part 2
Delegated Responsibilities

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Estates and Facilities Health and Safety Policy

Directorate Occupational Health and Safety management performance contributes to overall business performance by:

- reducing injuries and ill health;
- protecting the environment;
- reducing unnecessary losses and liabilities; and
- ensuring that safe processes and procedures are in place.

Accidents / Ill Health and Risk Assessment

Immediate causes of accidents and ill health usually relate to unsafe acts or unsafe conditions. Root cause analysis of accidents by the Health and Safety Executive suggests that the majority arise through lack of management control. NHSBT operates a no blame culture for accident / incident investigation purposes. This encourages lessons to be learnt and accepts that most immediate causes are allowed by the system in place. Proactive risk assessment and control is essential to ensure that accidents and ill health is kept to the minimum level achievable. Suitable and sufficient risk assessments will be completed and reviewed for the following:

- Provision and maintenance of safe systems of work;
- Plant and equipment;
- Workplaces;
- Supervisory requirements.

ORGANISATION:

The Chief Executive delegates operational aspects of Occupational Health and Safety management to the Directors, for a description of their roles and responsibilities refer to Health and Safety Policy - Part 2 Delegated Responsibilities [MPD354](#). A Health and Safety Business Partner is assigned to Estates and Facilities to provide advice on policy, planning, measuring performance, review and audit. All employees have a duty to act responsibly and prevent injury and ill health through their acts and omissions. The organisation structure for Occupational Health and Safety management within Estates and Facilities is as detailed in Appendix 1.

ARRANGEMENTS:

Each function within Estates and Facilities is lead by a Head of Function as shown in Appendix 1 below. Estates and Facilities will appoint and provide sufficient resource to a Health and Safety Co-ordinator who will monitor Estates and Facilities Health and Safety plan. The plan will identify appropriate local organisation, arrangements and performance measuring as detailed below to:

1. Provide links to National and Directorate Policies for Occupational Health and Safety matters where appropriate.
2. Support the organisation in terms of:
 - Competency of Occupational Health and Safety management, risk assessors and staff training;
 - Communication to ensure that channels are effective and two way;
 - Co-operation with safety representatives, individuals and groups of staff;
 - Control to ensure that Occupational Health and Safety systems are operating effectively.
3. Assess the risk to ensure that risk assessments are undertaken in all areas and for all work activities where there is a significant risk of injury and that these form the basis of safe working procedures.
4. Effectively monitor performance in Occupational Health and Safety including regular reviews of H&S performance against targets within the H&S Plan at ESM, recording and investigating all accidents.
5. Audit and review to ensure risk assessments have been undertaken and that policies and safe systems of work have been implemented across the function.
6. Produce an annual Occupational Health and Safety report to Estates and Facilities Senior Management Team on their performance against set objectives.

Estates and Facilities Health and Safety

E&F DIRECTORATE ORGANISATION CHART APPENDIX 1

