

*This Policy replaces*

*POL254/1.1*

**Copy Number**

Effective

**03/09/18**

***Summary of Significant Changes***

Addition of the word Wellbeing to Health and safety to read Health, Safety and Wellbeing

Change of word "staff" to colleagues

Removal of blood mobile reference

Change of date signed / Approved by Mike Stredder

***Policy***

Blood Donation Operations considers that the Health, Safety and Wellbeing of its colleagues, donors and all those who work with or have contact with it are of paramount importance.

***Purpose***

Blood donation operations aim to manage risks and prevent unnecessary accidents and ill Health, as well as reducing losses and liabilities as far as possible.

***Responsibilities***

Chief Executive

Colleagues

Director

Senior Management Team (SMT)

***Definitions***

Blood Donation Operations - BDO

National Health Service Blood and Transplant

Health & Safety Executive - HSE

- NHSBT

***Applicable Documents***

**Health & Safety at Work Act**

**MPD354 – Health, Safety and Wellbeing**

**POL39 - NHSBT Health, Safety and Wellbeing Policy Statement of Intent**

**Policy – part 2 Delegated responsibilities**

This MPD supports the main NHSBT Health, Safety and Wellbeing Policy of Intent POL39 and builds upon this for Blood Donation Operations Directorate.

**BD Directorate Health, Safety and Wellbeing Policy**

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**Blood Donation Operations will specifically:**

- Ensure that there is an effective H&S Management System in place. NHSBT has implemented and hold certification for the OHSAS18001:2007 Health, Safety and Wellbeing management system
- Recognise the importance of continuous improvement in our Health, Safety and Wellbeing systems and performance.
- Ensure that there are adequate financial and physical resources available to ensure that the Plan for Health, Safety and Wellbeing can be implemented fully.
- Ensure that all accidents and incidents will be reported and recorded. A process will be in place that ensures these will be investigated initially by a local manager. Actions and lessons learned will be reviewed and communicated to relevant parties. An escalation and review process will be in place for those cases requiring scrutiny.
- Ensure that there is a systematic identification, evaluation and reduction of risk through assessment and planning of actions to reduce or eliminate risk.
- Ensure that Health, Safety and Wellbeing has been fully considered before new items of equipment or consumable items are purchased.
- Ensure that Health, Safety and Wellbeing has been fully considered from the outset of change projects and during the whole lifetime of the project. Health, Safety and Wellbeing will be fully considered before any significant changes in procedures and/ or working arrangements are implemented.
- Consult with colleagues and/or their accredited Health, Safety and Wellbeing representatives, in order to work together to improve Health, Safety and Wellbeing of colleagues and reduce accidents.
- Carry out workplace and venue site risk assessments for all sites.
- Undertake detailed risk assessments on activities and equipment where there is a significant risk of injury, to eliminate hazards or to reduce risk to an acceptable level.
- Ensure that all senior managers and colleagues understand their individual Health, Safety and Wellbeing responsibilities.
- Provide relevant Health, Safety and Wellbeing training.
- Ensure that all employees, as well as those who work with Blood Donation Operations, for example agency colleagues, contractors and volunteers are competent.
- Have access to competent Health, Safety and Wellbeing advice on national policy, planning, and projects but also at a local level to advise managers on implementation when needed.
- Have a designated Health, Safety and Wellbeing Co coordinator(s) within Blood Donation Operations to co ordinate projects and project implementation relating to the National Blood Donation Operations Health, Safety and Wellbeing Plan. This Plan forms part of the Blood Donation Operations Business Plan.
- Ensure that all colleagues makes a positive contribution to Health, Safety and Wellbeing performance by following safe systems of work, Safety instructions, reporting defects and incidents.
- Ensure effective and regular monitoring takes place against stated standards and targets, including use of scorecards to gain greater assurance of Safety performance in functional areas.
- Review and audit Health, Safety and Wellbeing performance.
- Comply with the Health, Safety and Wellbeing at Work Act (1974) and other legislation, as the minimum standard – and where possible to exceed this.

  
**Signed:**  
**Mike Stredder**  
**Director of Blood Donation Operations**

**Date: 31/08/2018**