

# HEALTH AND SAFETY ANNUAL REPORT 2015/16

By Karen Moore Head of Security and Safety Management

## EXECUTIVE SUMMARY

### Accidents/Incidents (Incident Reporting DATIX System):

- 191 accidents/incidents reported via the DATIX system
- 22 were reportable to the HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (19 Staff, 3 Patient)
- In this year, 2015/2016, the Health and Safety Executive (HSE) have not investigated any RIDDOR incidents reported to them

### Health & Safety staffing and activities:

- Health and Safety Team maintained high visibility and engagement in clinical and non-clinical areas, advising managers and staff on matters of health and safety
- A more robust health and safety audit programme has been introduced which focused on risk assessment compliance
- High uptake in “Power Training” going to clinical areas to educate staff
- Developing and delivering bespoke Health and Safety training courses as appropriate
- Providing information and corporate data analysis in respect of Trust-wide Health and Safety compliance

### External visits:

- Announced HSE inspection 19<sup>th</sup> November 2015. The inspection programme was to assess how NHS organisations identify and manage the risks of exposure to employees from blood borne viruses as a consequence of sharps injuries. (Health and Safety (Sharps Instruments in Healthcare Regulations 2013).

### Health and Safety Key Objectives & Direction - 2016/17

- Proactively work with local managers to improve risk assessment and the control of hazards within the working environment.
- Reviewing existing Health and Safety arrangements to ensure compliance with the expected revision of HSG65 to a “Plan, do, check, act” approach
- To develop communication and consultative arrangements to ensure that staff are fully involved and committed to achieving acceptable Health and Safety standards
- Improve reporting procedure for sharps incidents and ensure data continuity between incident reporting
- To reduce needle stick and slip/trip/falls injuries - trajectory of 10%
- Develop the Health and Safety intranet page to provide relevant and up-to-date information to staff and managers including RIDDOR reporting
- Completion of Health and Safety Audits/Inspections (non-clinical areas) a trajectory of 100% compliance has been set for December 2016

## 1. Introduction

It is a requirement that the Board receive an annual Health and Safety report covering the Trust's Health and Safety activities. The Annual Report is presented to assure the Board that suitable and sufficient Health and Safety arrangements are in place and that Health and Safety is being effectively managed across the organisation. This report details Trust wide Health and Safety performance throughout 2015-2016 in order to comply with the Health and Safety at Work Act 1974 and associated statutory regulations. This report will also identify key Health and Safety objectives for 2016/17.

The Health and Safety at Work Act 1974 provides a legislative framework to promote, stimulate and encourage high standards of health and safety at work.

In particular it requires organisations to provide and maintain:

- A Health and Safety Policy;
- A system to manage and control risks;
- A safe and secure working environment;
- Safe and suitable plant, work equipment and systems of work that are without risks;
- Information, instruction, training and supervision as is necessary.

## 2. Health and Safety Arrangements

### The Health and Safety Team consists of:

Band 8b – x 1 Head of Security and Safety Management (LSMS)

Band 8a - x 1 Health Safety Manager

Band 6 - x 1 Health and Safety Environment Advisor

### 2.1 Health and Safety Teams Responsibilities

- Advising managers, safety representatives and staff on matters of Health and Safety at work;
- Developing, implementing and maintaining an Occupational Safety Management System on behalf of the Trust; (HSG65 to a "Plan, do, check, act" HSE Health and Safety Management System)
- Developing and implementing Health and Safety policies and procedures to improve the management of Health and Safety across the Trust;
- Developing and delivering bespoke Health and Safety training courses as appropriate; such as "The 5 steps to risk assessment"
- Providing information and corporate data analysis in respect of Trust-wide Health and Safety compliance.

## 3. Health and Safety Panel

The primary method of communication in respect of Trust-wide Health and Safety issues is the Health and Safety Panel. An audit of the Terms of Reference was undertaken. The Director of Environment has been appointed Chairperson. The Health & Safety Panel reported to the Quality and Safety Committee and met bi-monthly throughout the period.

#### **4. Policies**

Health and Safety Policies are regularly reviewed and updated to reflect changes in legislation, service improvements or external agencies' requirements. Health and Safety and associated policies are now available for staff on the Trust's staff intranet site. All Health and Safety Policies are reviewed, submitted for consultation, amended (if required) and then ratified by the Quality and Safety Group in accordance with the Trust's policy compliance procedure.

The following Health and Safety policies were reviewed during 2015/16 and revised accordingly following consultation with staff side representatives and the Health and Safety Panel:

- Policy for the Requirements of Workplaces
- Personal Protective Equipment Policy (PPE)

#### **5. Risk Assessment**

The completion of risk assessments is a statutory requirement under the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

##### **5.1 Risk Assessment Training**

To support the Trust in its compliance, the Health and Safety Team continued to offer training in the 'Principles of Risk Assessment' and provide advice and guidance in the development of risk assessments as necessary.

#### **6. Health and Safety Audits/Inspections**

A robust Health and Safety audit programme has been introduced which focuses on risk assessments the main themes identified are, slips, trips and falls, needle stick/sharps, COSHH (Control of Substances Hazardous to Health), lone working, security/violence and aggression.

##### **6.1 Review Process**

Divisional Health and Safety audits are carried out by the the Health and Safety Team on a rolling two-year programme.

##### **6.2 Health and Safety Audits/Inspections (Clinical)**

A total of 94 Health and Safety Audits/inspections have been undertaken in this financial year, part of the audit's scope was to identify departmental (clinical) risk assessments ensuring that they were in place and reviewed accordingly. A 100% compliance trajectory was set and has been met for all clinical areas/departments.

##### **6.3 Health and Safety Audits/Inspections (Non-Clinical)**

The second phase of the audit process will commence in June, this will encapsulate all non-clinical areas i.e. Estates, Clinical Engineering. A trajectory of 100% compliance has been set for December 2016, and remains an objective for the coming year.

## 7. Health and Safety Executive Visits/Audits

In November 2015 the Health and Safety Executive visited the Trust. The inspection included an assessment of compliance with the Health and Safety at Work etc. Act 1974 and the Health and Safety (Sharps Instruments in Healthcare) Regulations 2013 to assess how the Trust identifies and manages the risks of exposure to employees from blood borne viruses as a consequence of sharps injuries.

During the feedback session the HSE inspector rated the Trust as 'top middle' in comparison to other Trusts recently inspected in relation to the management of sharp instruments in healthcare. No significant issues or material breaches were raised during the feedback session with the HSE Inspector.

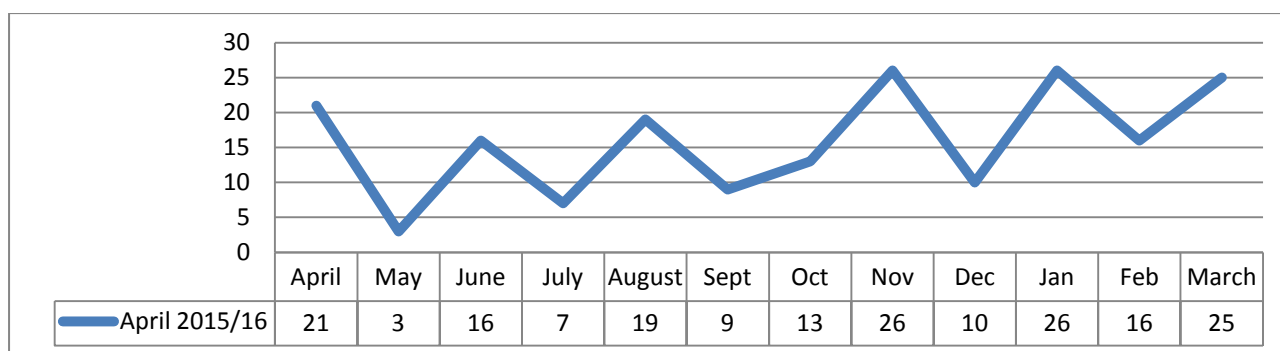
The inspection was part of a national HSE programme that included the HSE visiting a total of 26 Trusts, which concluded March 2016 a full report will be published by the HSE later this year.

## 8. Accidents / Incidents

The reporting of incidents across the Trust is key to establishing trends and identifying specific areas where improvements are required. Incidents are logged and recorded via the Datix system and reviewed locally. During this reporting period there were **191** reported workplace Health and Safety incidents/accidents affecting staff reported via Datix.

### 8.1 Monthly Trend (1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016)

The number of non-clinical incidents reported during the period 1<sup>st</sup> April 2015 and 31<sup>st</sup> March 2016 are as follows.



### 8.2 Monthly Accident Trend April 2014 /15 – April 2015/16

Monthly Data	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	Total
2014/15	15	17	18	10	12	24	28	14	12	15	12	12	189
2015/16	21	3	16	7	19	9	13	26	10	26	16	25	191
% diff	↑40%	↓82%	↓11%	↓30%	↑58%	↓62%	↓53%	↑85%	↓17%	↑73%	↑33%	↑108%	↑1.1%



- the previous list of 47 types of industrial disease was replaced with eight categories of reportable work-related illness;
- fewer types of dangerous occurrence need to be reported;

Also under RIDDOR the Trust is required to report specified injuries and ill health which occur to people not at work but occur as a result of a workplace activity. As a result, certain incidents to patients or members of the public would be reportable e.g. a serious patient fall where the patient had a previous history of falls but measures to reduce the risk had not been put in place, would be reportable.

### 9.1 Over 3 day absences

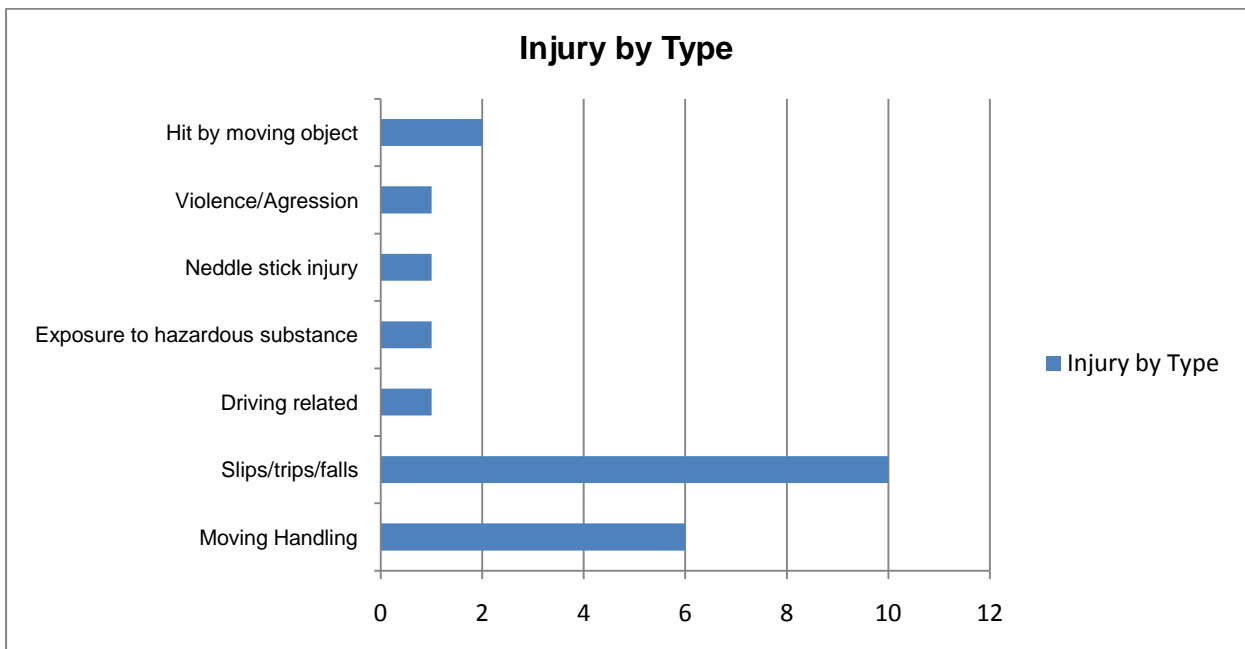
A further regulatory change in October 13 to RIDDOR regulations requires the Trust to record and monitor over 3 day absences as a result of injury whilst at work. These incidents are not required to be reported to HSE, the requirement is to evidence and monitor the investigation of the incidents. This has been added to Datix system.

### 9.2 HSE RIDDOR Reports

A total of 22 incidents were reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (19 Staff, 3 Patient).

- 15 incidents were reported as a ‘over 7 day injury’
- 5 incidents were reported as a specified injury
- 2 incidents were reported as a reportable disease

### 9.3 RIDDOR Injuries by Type



## 10. Health and Safety Training

There is a legal duty on employers to provide Health and Safety training. The Health and Safety Team provide a range of Health and Safety courses to support managers and

staff and enable them to deliver safer services. Similar to previous years, the Health and Safety Team have provided a series of core training courses.

#### **10.1 Corporate induction**

During this financial year there were 27 Trust Induction sessions. Each of these included a mandatory Health & Safety session. A total of 983 staff were booked to attend. A total of 849 successfully attended. This equates to 86% attendance.

#### **10.2 Refresher 3 year Clinical**

During this financial year there were 16 Trust sessions. Each of these included a mandatory Health & Safety session. A total of 652 staff were booked to attend. A total of 507 successfully attended. This equates to 78% attendance.

#### **10.3 Refresher 3 year Non-clinical**

During this financial year there were 13 Trust sessions. Each of these included a mandatory Health & Safety session. A total of 316 staff were booked to attend. A total of 325 successfully attended. This equates to 103% attendance. (This is mostly due to the numbers of volunteer staff attending and the way they are recorded, or not, on the system).

#### **10.4 E-learning Modules**

The new NHS Health Education East of England Core Skills e-learning modules have been available since 1<sup>st</sup> January 2016, all staff have the opportunity to complete the mandatory Health & Safety training session on line.

#### **10.5 Power Training Sessions**

The H&S and Fire department have been facilitating power training sessions, these sessions comprise of visiting wards (unannounced) and establishing the level of awareness regarding key issues, such as, incident reporting, fire awareness, raising an alarm, etc. To date 80 wards have been visited and 219 members of staff have received the training. The sessions have been very well received the feedback from staff is that the sessions are more pertinent at ward level. Another programme of training is planned for July/August 2016.

### **11. Health and Safety Intranet Page**

The Health and Safety Team are continuing to develop the Health and Safety Intranet Page to ensure that it is informative and user friendly; this is a work in progress and remains an objective for the coming year.

### **12. Fit Mask Testing**

A programme has been facilitated to ensure compliance regarding Fit Testing (face masks FFP3) across the Trust. Each department /area has nominated 2/3 members of staff to attend a train the trainer session. Approximately 70 members of staff have been trained to fit test staff within own areas. All records of fit testing completed are stored at a local level and

also forwarded to the Health and Safety team on a monthly basis. This information is presented at each Health & Safety Panel (Bi-monthly meetings). Areas of non-compliance are escalated accordingly to the Quality and Safety Group.

### **13. Health and Safety Key Objectives & Direction - 2016/17**

This report will also identify key Health and Safety objectives for 2016/17.

- Proactively work with local managers to improve risk assessment and the control of hazards within the working environment
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- To develop communication and consultative arrangements to ensure that staff are fully involved and committed to achieving acceptable Health and Safety standards
- Improve reporting procedure for sharps incidents and ensure data continuity between incident reporting
- A trajectory of 10% reduction in needle stick and slip/trip/falls injuries
- Develop the Health and Safety intranet page to provide relevant and up-to-date information to staff and managers including RIDDOR reporting
- Health and Safety Audits/Inspections non-clinical areas a trajectory of 100% compliance has been set for December 2016

### **14. Recommendation**

**Trust Board are asked:**

- To note the report for information and assurance.

Kevin Howell  
Director of Environment  
November 2016