

Health and Safety Local Implementation Procedure

Document Reference No:	PTHB / HSP 002	
Version No:	10	
Issue Date:	February 2024	
Review Date:	December 2026	
Author:	Senior Health & Safety Officer	
Document Owner:	Senior Health & Safety Officer	
Accountable Executive:	Executive Director of Therapies and Health Sciences	
Approved By:	Health & Safety Group	
Approval Date:	22 nd January 2024	
Document Type:	Procedure	Non-clinical
Scope:	PTHB Wide	

The latest approved version of this document is online.
If the review date has passed please contact the Author for advice.

Powys Teaching Health Board is the operational name of Powys Teaching Local Health Board
Bwrdd Iechyd Addysgu Powys yw 1rg gweithredol Bwrdd Iechyd Lleol Addysgu Powys

Version Control

Version	Summary of Changes/Amendments	Issue Date
1	Initial Issue.	March 2004
2	Reviewed and updated.	January 2006
3	Reviewed and updated.	April 2007
4	Update of existing policy to reflect changes in legislation, guidance, and new organizational name.	December 2009
5	Updated to reflect changes to organizational structures and responsibilities.	November 2011
6	Updated to Reflect organizational changes and Best Practice	August 2014
7	Reviewed and updated to clarify responsibilities and to assure more robust accountability.	October 2017
8	3 yearly review and updated to reflect Organisational changes, including roles and responsibilities.	January 2021
9	Update - Changes to Roles & Responsibilities	March 2022
10	3 yearly review and updated to reflect Organisational changes.	February 2024

Item No.	Contents	Page
1	Introduction	7
2	Framework for Local Implementation Procedure	7
3	Location	7
4	Scope of Local Implementation Procedure	8
5	Managerial Responsibility for Health and Safety	8
6	Staff Responsibilities for Health and Safety	11
7	Key People for Health & Safety	12
8	Local Health and Safety Management	13
9	Health & Safety Policies	13
10	Risk Assessments	13
11	Incident Reporting Policy	13
12	Site Health & Safety and Fire Safety Responsibilities	13
13	Fire Precautions/ Emergency Procedures	15
14	First Aid	16
15	Emergency Telephone/Pager Numbers	17
16	Electrical Equipment	17
17	C.O.S.H.H.	18
18	Common/Shared Areas, Corridors and External Areas	18
19	Maintenance of Equipment	18
20	Revision of Health & Safety - Local Implementation Procedure	18
21	Training	19

22	Monitoring Safety Arrangements	19
23	Other Relevant Health & Safety Information	19
24	Sign off and Agreement	19

ENGAGEMENT & CONSULTATION

Key Individuals/Groups Involved in Developing this Document.

Role / Designation
Corporate Health & Safety Group

Circulated to the following for Consultation.

Date	Role / Designation
15 th Sept 2017	Corporate Health & Safety Committee
20 th Oct 2017	Corporate Health & Safety Committee
9 th Feb 2021	Health and Safety Group
22 nd Jan 2024	Health and Safety Group

Evidence Base

Please list any National Guidelines, Legislation or Health and Care Standards relating to this subject area?

Welsh Government 2023: "Health & Care Quality Standards" (WHC/2023/013).

Accessed at:

[Health and Care Quality Standards 2023 \(WHC/2023/013\) | GOV.WALES](#)

IMPACT ASSESSMENTS

Equality Impact Assessment Summary					
	No impact	Adverse	Differential	Positive	Statement
					An Equality Impact Assessment has been undertaken.
Age	√				A summary can be found in the table on the left.
Disability	√				
Gender Reassignment	√				
Pregnancy and Maternity	√				
Race	√				
Religion/ Belief	√				
Sex	√				
Sexual Orientation	√				
Marriage and Civil Partnership	√				
Welsh Language	√				
Risk Assessment Summary					
<p>Have you identified any risks arising from the implementation of this policy / procedure / written control document?</p> <p>No additional risks identified over and above those that would normally be identified as part of the risk assessment process.</p>					
<p>Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document?</p> <p>As above</p>					
<p>Have you identified any training and/ or resource implications as a result of implementing this?</p> <p>In order to fully implement this procedure at a local level further resources may be required.</p>					

Powys Teaching Health Board Health & Safety – Local Implementation Procedure

1. Introduction

This local implementation procedure is a generic document and should be read in conjunction with the Health and Safety Policy (HSP 001) and once completed should be agreed by and signed off by the relevant local manager through local on-site Health and Safety / Department meetings.

2. Framework for Local Implementation Procedure

Please insert Directorate, Hospital or Departmental Profile (background, services provided etc.)

This procedure has been prepared with reference to the provisions of the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999 and Powys Teaching Health Board's (PTHB) Health & Safety Policies. The organisation's Corporate Health and Safety Policy HSP001 and all the organisation's health and safety subject policies can be found on the appropriate web pages on the Intranet – see section 9.

3. Location

This procedure applies to:

Please insert relevant location(s) e.g., Directorate, Hospital, Department, Community Services.

4. Scope of Local Implementation Procedure

This procedure will apply to the following:

- All staff, including locum, part-time, casual, bank and students working within/based at the hospital/department.
- Contractors
- Visitors (visitors may include PTHB employees who are not members of the hospital/department).
- Clients
- Patients
- Members of the public
- Volunteers.

5. Managerial Responsibility for Health and Safety

Under the Health and Safety at Work etc. Act 1974, Powys THB as an 'employer' has a legal duty to safeguard, so far as is reasonably practicable, the health, safety and welfare of the people who work for them and others who may be affected by the work activity. The Chief Executive has overall responsibility for health and safety within the organization. Full details of the responsibilities for health and safety can be found in the Corporate Health and Safety Policy HSP-001.

[Policies & Written Control Documents - HSP 001 Health and Safety Policy.pdf - All Documents \(sharepoint.com\)](#)

5.1 Senior Managers (e.g. Assistant Directors/Community Service Managers/ Lead Nurses/Lead Therapists/Business Managers/Heads of Services and those Responsible for Service Delivery)

The Senior Managers have responsibility for the day-to-day management of health & safety for the work activities and staff under their control. They are accountable to the relevant Executive Director for ensuring that all health & safety risks are adequately controlled and that all incidents and accidents are reported and investigated in line with PTHB policy.

Senior Managers will ensure that systems are in place to achieve the following:

- Ensure that each area of responsibility has a completed an up-to-date Health & Safety Local Implementation Procedure.
- Set targets for completion of risk assessments and training on an annual basis.
- Identify all health & safety risks associated with work and take steps to eliminate or reduce risk, so far as is reasonably practicable.

- Ensure that where risks are identified that cannot be eliminated, a formal risk assessment is carried out and that this is then entered onto the risk register for their area within the central RLDATIX Risk Management Database. That any resulting action plans are monitored, and control measures implemented.
- Be responsible for analysing and actioning any recommendations arising from the risk assessment process and ensure that systems to monitor safe practice are in place and followed. This will be continuously monitored using the RLDATIX Risk Management Database and by health & safety inspections etc. where/when required.
- Ensure that staff can attend relevant health and safety training sessions run by the organisation.
- Ensure the development of a comprehensive audit mechanism for health and safety systems and procedures in accordance with targets set by the Health and Safety Group and ensure that any findings are acted upon.
- Establish a rolling programme of health & safety inspections within their areas of responsibility. Areas to be covered and the frequency of inspection should be in accordance with the targets set by the Health and Safety Group.
- To visibly support the development of a positive health and safety culture within the health board. To lead by example in helping to establish the health board as an exemplar in health and safety management.
- Ensure each department undertakes a training needs analysis (TNA) that identifies the mandatory health and safety training requirements for all employees within their department.
- Attend an approved and suitable health and safety training course, which is appropriate for the individuals job role, as outlines in the Corporate Health and Safety Policy and department health and safety training needs analysis (TNA).
- Ensure that health & safety is a standard agenda item and is discussed at meetings and where issues cannot be addressed locally these are escalated to the Site Coordinators meetings and H&S Group.
- Ensure that agency staff, clinical students and bank staff have received an appropriate level of training commensurate with PTHB standards prior to employment.
- Assisting and ensuring common agreed standards are developed and implemented throughout the organisation.
- Liaising with the Health and Safety Unit on all matters relating to health and safety, including the quarterly update reports to the Health and Safety Group and escalation of concerns.
- Include clearly stated health and safety responsibilities in job descriptions.
- Ensuring that all adverse incidents, hazards and near misses that are reported are fully investigated and any remedial action has been implemented in line with PTHB policy.

The Senior Manager(s) responsible for this area is/are:

Please insert titles, names and contact numbers.

5.2 Line Managers with day-to-day responsibility for staff. (e.g. Ward Managers, Senior Sisters, Team Leaders and Supervisors etc.)

These groups of staff will be directly accountable and responsible to their immediate line manager for the health & safety of all staff, patients, clients, visitors, contractors and members of the public within their area of responsibility.

Their responsibilities are:

- Continuous reporting and monitoring of risks/incidents via the RLDATIX Risk Management Database in accordance with PTHB Policy and Procedures within their area of responsibility.
- Ensure that PTHB Health and Safety Policies, safe systems of work and practices and procedures are followed within their area of control.
- Ensure that health & safety is a standard agenda item and is discussed at meetings and that where required workplace/toolbox talks are delivered and recorded.
- Ensure that risk assessments are completed within their area of responsibility and where required ensure that control measures are identified and implemented.
- Implement corrective actions arising from inquiries and investigations and/or when deficiencies are detected.
- Ensure that employees, both permanent and temporary, are competent to perform their duties under the organisation's health & safety policies and procedures.
- Effectively manage the health, safety and welfare of the staff under their control.
- Ensure that employees attend mandatory training as required.
- Monitor records of mandatory training for employees in their area of responsibility via the electronic staff record training module.

- Implement all the health and safety policies, ensuring that all staff have access to them. Ensure that staff also have access to other health and safety documentation, for example but not limited to; risk assessments and safe systems of work.
- Ensure that all incidents that occur within their work area are reported in accordance with the organisation's incident reporting policy/procedure and that they are investigated, and remedial action is taken as necessary.
- To visibly support the development of a positive health and safety culture within the health board and to lead by example in helping to establish the health board as an exemplar in health and safety management. This will be through effective leadership and direction; by monitoring health and safety performance and by integrating safety into the day-to-day management process.
- Attend an approved and suitable health and safety training course, which is appropriate for the job role, as outlines in the Corporate Health and Safety Policy and department health and safety training needs analysis (TNA).

The Manager(s) responsible for this area is / are:

Please insert titles, names and contact numbers.

6. Staff Responsibilities for Health and Safety

It is the responsibility of each member of staff to be familiar with and to comply with the local health and safety implementation procedures and all local operating procedures appropriate to their work. Failure to do so could result in disciplinary action.

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, every employee has certain legal duties whilst at work; these are referred to in the Corporate Health and Safety Policy (HSP001).

7. Key People for Health & Safety

The following people have a key role to play in the support and communication of health & safety management:

Health & Safety Team:

Assistant Director Health & Safety and Support Services 07811 801179

Senior Health & Safety Officers

North

07866 511733

South

07814 298572

Infection Prevention & Control Lead

Gareth.Thomas66@wales.nhs.uk

DATIX Information Coordinator

datix.administrator.powys@wales.nhs.uk

Occupational Health & Wellbeing Team - including Staff Counselling Service:

01874 71(2600)

Trade Union/ Professional Body H&S Representatives for this area are:

Please insert name, organisation and contact numbers.

Ward/ Department/ Team Representatives for Health & Safety:

Please insert names, organisation and contact numbers.

8. Local Health and Safety Management

The communication of health & safety is an integral part of risk management both locally and across the organisation. Health & safety should also be an integral part of every team meeting and a standing item on the agenda. This implementation procedure document should be monitored on a regular basis through these meetings.

9. Health & Safety Policies

All the current Health & Safety Policies can be found under the relevant pages of the PTHB intranet site. These can be accessed at the link below:

[Policies & Written Control Documents - HSP - Health and Safety - All Documents \(sharepoint.com\)](#)

10. Risk Assessments

Health and safety risk assessments must be undertaken in accordance with the organisations Risk Assessment Policy. It is the responsibility of the individual Ward Manager, Departmental Head or Team Leader to ensure they are completed in accordance with current guidelines and that staff attend all the relevant training. Guidance and assistance may be obtained from the Health and Safety Team. Risk Assessments are linked into the organisation's risk management database and action plans are monitored both locally and centrally.

11. Incident Reporting.

All incidents, accidents and near misses must be reported via the RLDatix system, following the organisation's incident reporting procedure, along with any hazardous situation.

12. Site Health & Safety and Fire Safety Responsibility

Each site will have a designated Responsible Person and Deputy, who will be responsible for the day-to-day management of health and safety, along with fire safety within the common/shared and external areas of the site. They will ensure issues are identified and escalated for resolution and that they are dealt with in a timely manner, or where necessary issues are escalated to the health and safety group for consideration and are included on the relevant risk registers.

Where health and safety or fire safety issues pose an imminent risk to those on-site, they will be responsible for ensuring action is taken to mitigate and manage the risk until such time as they can be more permanently resolved. They are also responsible for the coordination of the emergency response procedures on-site, in the event of a fire or emergency, in conjunction with the "on duty" Fire Incident Coordinator.

In the absence of the Responsible Person, a nominated Deputy will be appointed to assume responsibility for both health and safety and fire safety on-site and to assist with the implementation of the emergency responses procedures.

The Responsible Person will also be responsible for pro-actively checking all areas of their site through regular workplace inspections, these must be recorded so actions/recommendations and their completion can be tracked as required. They are also responsible for ensuring regular liaison with section / department managers, to ensure health, safety and fire safety issues on-site are identified, escalated for action, and addressed as soon as is reasonably practicable, as outlined in section 22.

Site Responsible Persons / Deputy Responsible Person

Please insert all responsible people/titles etc. for all times of the day.

Responsible Persons:

Deputy Responsible Persons:

12.1 Site Incident Coordinators

13. Fire Precautions/ Emergency Procedures

All staff must be familiar with the PTHB's Fire Policy and local fire and emergency procedures. All staff must attend the annual fire safety training at the appropriate level. Staff must ensure

they are familiar with any other emergency procedures relevant to their area. Copies of these documents are available from the Estates department.

13.1 The Fire Marshalls

Fire Marshalls are appointed in all departments as the focal point for fire safety issues for local staff. They are the fire safety 'eyes and ears' within their local area, but do not have an enforcing role. Fire Marshalls must report fire safety issues to their line manager and designated Site Coordinator, who in turn will escalate these to senior management, the Estates and Fire Safety Department for action.

The Fire Marshall's role includes:

- Acting as focal point on fire safety issues for local staff.
- Monitoring fire safety within their designated area.
- Raising local fire safety issues with line management.
- Assisting with coordination of the response to an incident within the immediate vicinity.
- Being responsible for rollcall during an incident.
- Being trained to tackle fire with first aid fire-fighting equipment where appropriate.
- Supporting line managers on fire safety issues.

Fire Wardens for this site are:

Fire Marshalls

Please insert all responsible people/titles etc for all times of the day and the areas which they cover.

The assembly point for this Hospital/Department is:

Insert relevant location

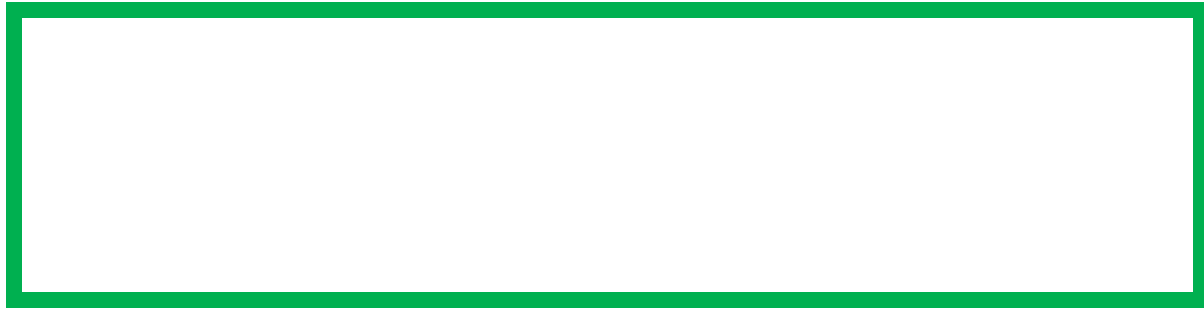
14. First Aid

The Trained First Aiders (those having the relevant qualification under the Health and Safety (First- Aid) Regulations 1981) for this area are:

Nominated First Aider (s):
Please insert name and location

Nominated Appointed Person (s):
Please insert name and location

The First Aid Boxes are located:
Please insert location



15. Emergency Telephone/Pager Numbers

Please insert all relevant Emergency Numbers in this section

Fire:

Minor Injuries Unit:

Works Dept:

Switchboard:

Medical Gases:

16. Electrical Equipment

Care must be taken to avoid overloading sockets and to ensure that flexes are not hazardously positioned. All electrical equipment should be unplugged when not in use.

All equipment must be checked by the Estates and Works Department on a regular basis following approved guidelines for particular pieces of equipment and prior to new equipment being brought into use.

17. Control of Substances Hazardous to Health

Local Assessment and Local Induction must be undertaken in line with current guidelines and responsibilities documented in PTHB COSHH Policy:

[Policies & Written Control Documents - HSP 013 Control of Substances Hazardous to Health Policy \(COSHH\).pdf - All Documents \(sharepoint.com\)](#)

18. Common/Shared Areas, Corridors and External Areas

Line Managers/Immediate Supervisors/Heads of Department are responsible for all areas within their control. Any obstructions, failed lights, spills or other health and safety or fire safety hazards relating to the common/shared areas, corridors and external areas must be reported to the Responsible Person for the site, after first making where possible the necessary arrangements to safeguard persons as appropriate.

Staff should be reminded that have a duty to report health and safety or fire safety issues and must be encouraged to do so via the RLDatix System.

19. Maintenance of Equipment

Any defects in equipment should be notified to the immediate Line Manager/Supervisor/Head of Department who will arrange for repairs as appropriate.

Faulty equipment should be clearly labeled and taken out of use until repaired/condemned.

20. Revision of Health & Safety - Local Implementation Procedure

The relevant senior manager is responsible for ensuring that this local implementation procedure is updated and reviewed when necessary.

The Ward Manager/Head of Department/ Team Leader (or in his/her absence, a nominated deputy) must undertake a periodic review of the local procedures for their areas of responsibility.

Managers must also ensure that all staff employed within the department are informed of any amendments to the local procedures as and when they occur.

21. Training

The Ward Manager/Head of Department/ Team Leader must ensure that all staff have attended the necessary mandatory training and are fully trained in safe working procedures and are familiar with all policies mentioned in this document.

22. Monitoring Safety Arrangements

The Ward Manager/Head of Department/ Team Leader must ensure that safety arrangements within the department are reviewed regularly.

Safety inspections of the departments/sections and whole premises must be undertaken at regular intervals. It is good practice to liaise and include Safety Representatives and other nominated persons during this process. The Health and Safety Unit may be able to assist.

23. Other Relevant Health & Safety Information

Other Relevant Health & Safety Information

Please include any other relevant information including details of any major building projects. Including contact numbers for relevant contractors etc.

24. Sign Off and Agreement

Agreed By:

Signed:

Designation:

Date:

Review Dates:

Comments: