

# Surrey Downs Clinical Commissioning Group

Governing Body  
18<sup>th</sup> March 2016

## Annual Health and Safety Statement

<b>Agenda item 17 Paper 13</b>	
<b>Author:</b>	Jonathan Perrott, Business Manager
<b>Executive Lead:</b>	Matthew Knight, Chief Finance Officer
<b>Relevant Committees or forums that have already reviewed this paper:</b>	None
<b>Action required:</b>	To note
<b>Attached:</b>	Surrey Downs CCG annual health and safety statement of intent
<b>CCG Strategic objectives relevant to this paper:</b>	None
<b>Risk</b>	There are health and safety related risks on the risk register
<b>Compliance observations:</b>	<b>Finance:</b> There may be budget implications for equipment if purchased e.g. a defibrillator or Evac-Chair
	<b>Engagement :</b> None
	<b>Quality impact:</b> None
	<b>Equality impact:</b> This is being addressed through plans to procure an Evac Chair
	<b>Privacy impact:</b> None
	<b>Legal:</b> The CCG has is under a legal duty to make reasonable health and safety provision for staff and visitors to its premises. This is a Governing Body level responsibility and health and safety law can attract both civil and criminal action, including potentially corporate manslaughter, if the organisation is found to have neglected these responsibilities.

## **EXECUTIVE SUMMARY**

Progress has been made over the past year to support and improve Health & Safety for staff and patients in Cedar Court. This includes:

- regular meetings of the staff forum where health & safety issues are addressed and progressed
- training additional staff as fire wardens and first aiders to take account of leavers to maintain safe level and refresh training for existing fire wardens and first aiders
- health & safety arrangements included in staff induction
- fire drills carried out
- responding appropriately to health & safety incidents.

We are also looking into having on site a Defibrillator and an Evac-Chair, for emergency evacuation for the mobility impaired.

In 2015 the CCG terminated its contract with a cleaning company which was performing poorly and entered into a contract with a new contractor, since when standards of office cleaning have improved.

The CCG arranged for a health & safety audit for its offices in Cedar Court to be carried out in April 2015. Actions were taken to resolve risks identified in the audit.

Surrey Downs has secured the services for six months from March 2016 of an emergency planning specialist who is also qualified to carry out health and safety inspections. This specialist will carry out a health and safety audit by May 2016.

Following health and safety concerns about the server room and its contents, Surrey Downs contracted for an audit of the server room of which was carried out in 2015. In March 2016 remedial works were carried out to bring the room in line with health & safety requirements. An audit will be carried out to confirm that the work has been appropriately completed.

**Date of paper**

8 March 2016

**For further information contact:**

jonathan.perrott@surreydownsccg.nhs.uk

## **Health & Safety General Statement of Intent**

It is the policy of NHS Surrey Downs CCG to do all that is reasonably practicable to establish and maintain high standards of Occupational Safety, Health and Welfare within its organisation so as to reduce risk and eliminate loss to those who are employed in delivering, use, provide or come into contact in any way with its services.

Every employee is personally responsible and accountable for the successful implementation of the CCG's policy in this area, which has been approved by the Governing Body and made available to all staff.

To fulfil these responsibilities NHS Surrey Downs CCG, so far as reasonably practicable, will ensure that arrangements are in place for the following:

- The identification and effective management of significant risks associated with NHS Surrey Downs CCG activities. The CCG has a risk management framework and risks can be identified and managed through this.
- The identification and implementation of safe working practices and safe systems of work.
- The provision of safe working environments, plant, equipment and machinery.
- The safe use, handling, storage and transportation of articles and substances
- The provision of information, training and supervision to enable all employees to perform their duties safely with regard to their own health and safety as well as the safety of others who could be affected by the various activities of NHS Surrey Downs CCG.
- A safe workplace and a safe working environment with adequate welfare facilities.
- The effective monitoring of performance and commitment towards continuous improvement.

NHS Surrey Downs CCG is committed to these health, safety and welfare arrangements which will be brought to the attention of all interested parties and kept under review to ensure the safe operation of the Group.

Review Date: March 2017