

Title of paper:	Health & Safety General Statement of Intent		
Author:	Jonathan Perrott		
Exec Lead:	Karen Parsons		
Date:	24 th April 2015		
Meeting:	Governing Body		
Agenda item:	8	Attachment:	5
For:	Information / Discussion / Decision		
<p>Executive Summary:</p> <p>Progress has been made over the past year to support and improve Health & Safety for staff and patients in Cedar Court. This includes:</p> <ul style="list-style-type: none"> • establishing a staff forum where health & safety issues can be addressed • training additional staff as fire wardens and first aiders to take account of leavers and maintain safe level • health & safety arrangements included in staff induction; fire drills carried out • responding appropriately to health & safety incidents. <p>Surrey Downs CCG has 25 parking spaces at Cedar Court of which two are disabled spaces. We have asked the Landlord's agents to arrange for one of the non disabled spaces to be converted into a mobility parking space, to provide greater parking capacity for mobility impaired staff or visitors at Cedar Court</p> <p>We are also looking into having on site a Defibrillator and an Evac-Chair, for emergency evacuation for the mobility impaired</p> <p>The CCG has terminated its contract with a cleaning company which was performing poorly and entered into a contract with a new contractor, since which standards of office cleaning have improved.</p> <p>The CCG is planning a health & safety survey for its offices in Cedar Court.</p> <p>Variations in office temperature and air conditioning have caused distress to staff. The Landlord's managing agents are arranging for the installation of a new Building Management System which will assist the CCG in managing office temperature and air conditioning.</p>			

Compliance section

Please identify any significant issues relating to the following

Risk Register and Assurance Framework	There are health and safety related risks on the risk register
Patient and Public Engagement	None
Patient Safety & Quality	None
Financial implications	There would be budget implications for a Health & Safety survey, a defibrillator and an Evac-Chair
Conflicts of interest	None
Information Governance	None
Equality and Diversity	This is being addressed through plans to procure an Evac Chair and to convert a parking space to a mobility parking space
Any other legal or compliance issues	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.

Accompanying papers (please list):

Health & Safety General Statement of Intent

Summary: What is the Governing Body being asked to do and why?

The Governing Body is asked to note the report

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:

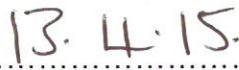
- The identification and effective management of significant risks associated with NHS Surrey Downs CCG activities. The CCG has a risk management framework and risks can be identified and managed through this.
- The identification and implementation of safe working practices and safe systems of work.
- 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.

Signed: 

Karen Parsons, Chief Operating Officer

Date: 

Review Date: March 2015

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