

Information for new employees

Health and safety

The West Suffolk NHS Foundation Trust welcomes you and hopes you enjoy your employment here. All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work.

Under the Health & Safety at Work Act 1974 the Trust has duties to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, and other persons not in the Trust's employment (visitors, patients and contractors) who could be affected by its activities.

To ensure this happens the Trust must:

- provide and maintain plant and systems of work that are safe and without risks to health
- have in place arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and others present on site
- ensure as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health

Continues overleaf...

and the provision and maintenance of means of access to and egress from it that are safe and without such risks

- provide and maintain a working environment that is safe, without risks to health, and adequate as regards facilities and welfare arrangements for their welfare at work.

To enable the Trust to ensure it complies with these requirements there are a number of policies and procedures in place which can be found on the intranet.

Health, safety and welfare policy (PP018)

The Trust has a legal duty to have in place a health, safety and welfare policy, which gives detailed information on the Trust's and employees responsibilities towards health and safety. It is therefore paramount that every employee has read, understood and abides by the policy contents.

The following is an extract from the policy that details employee responsibilities. These are not

exhaustive and other responsibilities may be applicable within specific areas/departments:

5.6 Employees responsibilities

It shall be the duty of every employee, while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions. Employees are required to co-operate with the employer on health and safety matters. Where an employee feels a health and safety measure needs to be improved they should raise this with their line manager initially.

It will be the responsibility of all employees to bring to the employer's attention any defective equipment or potential hazard they have identified, which might present a serious and imminent danger to health and safety of themselves and others within the Trust.

Every employee who has been made aware of the hazards related to their tasks shall use any machinery, workplace equipment, dangerous substances, transport equipment, clinical safety devices and personal protective equipment provided to them by the Trust, in accordance with the

information, instruction and training provided, to ensure the effectiveness of control measures.

Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Local induction

All employees should receive a local induction into the area or department they will work in. This should cover relevant health and safety information including:

- Any significant risks and current control measures identified on risk assessments carried out for the area or on specific tasks
- Fire and emergency procedures including assembly points and identification of safe emergency routes

Note: the general information leaflet on fire within the welcome pack needs to be read and understood

- First aid - some departments have first aid qualified persons and these should be identified to you

Note: In the event first aid is required and there are no first aiders in your department, nursing staff or the hospital's emergency department are available

- Location of welfare facilities such as toilets, wash and shower areas and staff rest areas, such as the Time Out restaurant, should be advised
- Identification of the department's health and safety link person, COSHH link person and Union health and safety representative.

All new employees will be required to attend the welcome to the Trust event within 4-6 weeks of starting.

Information on attendance is provided to new employees within their starter pack, supplied by human resources. Managers have the responsibility to ensure that new members of staff within the department attend.

Queries or concerns

Any member of staff who has queries or concerns in regard to health and safety must discuss these with their line manager as soon as possible.

If however the issue(s) is not resolved, any member of staff can seek advice and information from the head of health, safety and risk or health and safety advisor located in the risk office, which can be found in Cedar House.

You can call the risk office on ext. 3944 or 3909.

Reporting an incident

If you witness or are involved in an incident or accident, this must be reported to your line manager as soon as possible. An incident form will then be completed on the Trusts risk management system, either by you or your line manager. For further advice on the Trust's risk management system please contact Lorraine Gosling, on 07971 230 098.

Training

There are numerous training opportunities within the hospital and health and safety related ones are no exception. Some training will be mandatory depending on the department/area you are working in. Details of the mandatory training applicable to your department/area, along with update frequency, can be found on the intranet.

Note: The line manager and employee must ensure all mandatory and any other required training is up to date.

If you have any questions or requests for health and safety training, please contact the head of health, safety and risk on ext. 3944 or the health and safety advisor on ext. 3909.

Finally

The Trust would like to ensure you leave work in the same, if not, better condition than you arrived. So please ensure work is carried out in the safest way possible.

Always follow advice, guidance and signage that is given or displayed. Always report any health and safety issues as soon as possible to your line manager.

We all have a duty to keep ourselves safe by co-operating with safety measures and not putting ourselves or others in danger. This is just common sense - something we all use every day. It is important that we are not put at risk by other people's actions, but if we ignore our own responsibilities, real risks can get missed.

Playing the blame game doesn't keep people safe... better to rely on common sense and co-operation.

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Health and Safety Law

What you need to know



This is a web-friendly version of the *Health and Safety Law* leaflet published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at **www.gov.uk**.

Further information

This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm.
The information in this leaflet is available in a number of formats.

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