

Health, Safety Wellbeing Policy Summary



WEAR EARPLUGS



WEAR MASK



WEAR HEAD PROTECTION



NO SMOKING



Introduction

It is our intent to demonstrate an ongoing commitment to improving health, safety and wellbeing at work and developing a positive safety culture throughout NHS Property Services. Our approach to the services we provide and the way we work and behave will support keeping our people, our customers and service users protected from the risk of occupational injury or ill health.

We will lead by promoting best practice and implementing the guidance from the Health and Safety Executive and other relevant regulatory bodies.

This policy summary reflects our commitment to ensuring health, safety and wellbeing at work is paramount to the business and that effective procedures and positive culture activity contribute to our success and supporting the corporate strategy pillars:

Supporting evolving NHS needs

Improve NHS colleague and patient environments

Deliver sustainable quality services

Get, Grow, Keep

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Delivering our policy and strategy

All of our colleagues have an understanding of the health, safety and welfare risk that may affect them as individuals, or their colleagues, our tenants, members of the public, contractors and in fact our business as a whole.



Roles and responsibilities

Management and general responsibilities for health and safety are defined in job descriptions. Specific responsibilities are outlined in the health and safety procedures.

Communication and consultation

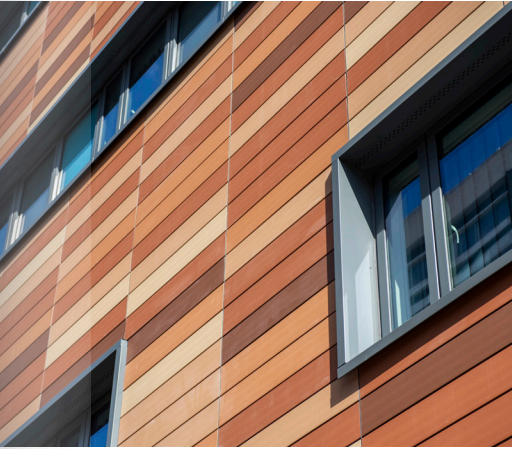
Active and open communications on health, safety and welfare with colleagues and sub-contractors and our occupiers take place where appropriate. We have a communications strategy to ensure that relevant information is prepared and shared, in a format suitable for the audience and purpose. Consultation is embedded at all level of the organisation with Regional Health and Safety Forums and a National Health and Safety Forum which have the ability to escalate issues to the Strategic Health and Safety Forum.

Culture and behaviour

Our senior managers demonstrate their commitment to health and safety by having safety conversations with individual colleagues or teams and ensuring that any issues raised are resolved or escalated. All meetings will have a safety moment relevant to the area of the business where experiences and solutions can be shared. There are systems in place where colleagues can share safety concerns and we actively support near miss reporting.

To aid delivering our health and safety strategy, we have produced a health and safety policy statement.

Health and Safety policy statement



We deliver property and facilities management expertise to the NHS estate and our portfolio consists of 3,500 buildings across England involving a team of over 4,500 people.

NHS Property Services (NHSPS) has responsibilities under the Health and Safety at Work etc. Act 1974 and fully recognises the importance of health and safety. We believe it is integral to our business and a crucial element of everything we do. The safe conduct of our business relies on our systems, our procedures, and most importantly in the way we think and act.

Through the active support and involvement of the Board, the Health, Safety and Wellbeing Forum and associated Facilities Management Committee, we are committed to deliver a great service to our customers in a manner which:

- provides and maintains a safe and healthy workplace for our employees, contractors and visitors and will strive to prevent workplace injury and ill health.
- provides safe, secure and fit for purpose premises for customers, staff, patients and visitors. We accept our health and safety responsibilities as a landlord and will ensure suitable and sufficient communication, co-operation and coordination with all customers.

Everything we do in relation to health and safety is in accordance with our vision and values. We embrace the concept of our health and safety culture being an integral part of the organisation's role and functionality and we check that this remains a great place to work through regular culture and engagement surveys.





Our health and safety activities are undertaken within a context of government initiatives. NHSPS supports the NHS Health and Safety Policy, and endorses the aims of the Health and Safety Executive strategy of Helping GB Work Well and Sector Plan for Public Services. Our health and safety priorities include:



Leadership and culture

Visible and active involvement from the Board, Senior Management Teams and Managers to safety clearly demonstrates a commitment to staff and others.



Maintaining competence

Ensuring everyone has the right level of competence to work safely.



Process and performance

Clear expectations for high standards of safety are supported with fit for purpose and well communicated systems to implement and monitor performance.



Health and wellbeing

A positive health and wellbeing culture to reduce absenteeism, improve physical fitness and mental alertness and as a result increase motivation and productivity.

These priorities are managed through our risk registers, objectives and targets, and Annual Health, Safety and Wellbeing Plan. The Board will ensure that suitable and sufficient resources are made available to meet health a This Statement shall be actively communicated, internally and externally through our website, NHSPS intranet and induction process.

Managing risk

NHSPS strives to ensure all of our colleagues and contractors have the appropriate level of competence to undertake their work with minimum health and safety risks. Our procedures are developed to encourage our colleagues to always choose the safe way of completing a task.



Health and Safety training

We have developed a training matrix specific to each job role within the organisation. This ensures that all have adequate training and instruction with regard to the health and safety issues that may affect them and understand the safe working practices that must be followed.



Continued Professional Development

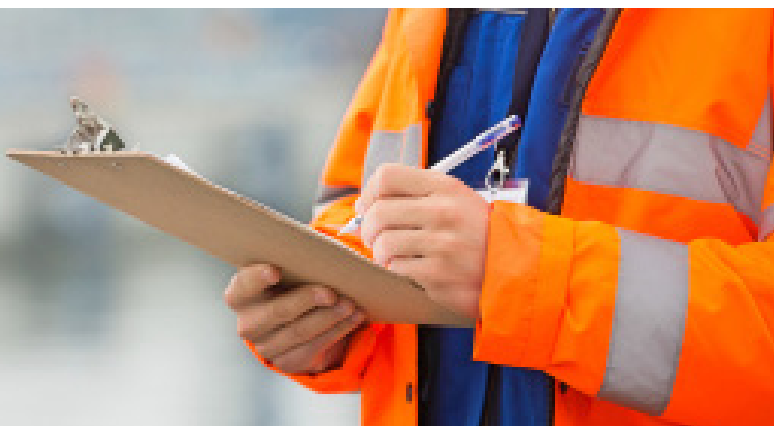
Continued Professional Development Competence is an area that needs regular refresh opportunities. This is provided by Safety Talks or Knowledge Webinars to explore changes to legislation and procedures or more generally to provide subject related awareness sessions to aid understanding of the risks and controls.



Hazard identification

We will identify our workplace health and safety hazards with the use of our risk assessment procedure. These will be communicated to all colleagues and sub-contractors. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for accidents or incidents.

Likewise, we will expect our contractors and sub-contractors to identify any health and safety hazards that may impact on our work activities.



Safe people, safe buildings

Our work activities are done with compliance to legislation or best practice and our teams are empowered to take action to minimise health and safety risks.



Health and Safety Management System

We have a management system which consists of documents that are written in a way so as to clearly identify what colleagues need to do in order to manage health and safety effectively at their work location. The procedures will ensure we:

- Comply with all health and safety legislation
- Fulfil the requirements of ISO45000
- Continually improve our Health and Safety Performance



Incident Investigation

We have a national incident and near miss reporting system, which can be accessed through our intranet site or by phone. Two levels of investigation, dependant on the severity of the incident, aim to identify lessons learnt from such events in order to take corrective action to prevent recurrences and drive improvement



Contractor performance

We will engage with our contractors to ensure that their:

- Health and safety capability is in line with our expectations for the work to be undertaken
- Health and safety performance is monitored and reviewed
- Work activities have minimal health and safety impact on our activities and those of our occupiers



Measuring Performance

We will actively and openly, review and report on our health and safety performance. Our Health and Strategy will direct our Annual Health, Safety and Wellbeing Plan which will support the delivery of objectives and Key Performance Indicators used to measure performance..



Achieving Excellence



Excellence

In order to continually improve our performance we constantly encourage, develop and share 'health and safety good practice'. As part of making safety information easier to access we continue to embed health and safety routines into our software systems particularly to support colleagues who may work remotely.



Health and Wellbeing

Health and wellbeing are important areas for all of us. NHSPS has a health and wellbeing programme which enables us to assess occupational risks due to any workplace activities and consider and support our colleagues mental and physical wellbeing needs, both in the workplace and at home.



Influencing stakeholders

We will seek to work with contractors and occupiers who are willing to meet and achieve our health and safety expectations and work with them to drive improvements in health and safety.





Property Services